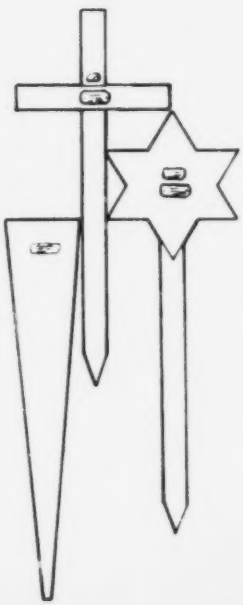
D101-20:10-57F/1982

FM 10-57F

234

GRAVES REGISTRATION SPECIALIST



APRIL 1982

MOS 57F SKILL LEVELS 1/2/3/4/5

HEADQUARTERS, DEPARTMENT OF THE ARMY

FM 10-57F SOLDIER'S MANUAL FOR MOS 57F SKILL LEVEL 1-5 1982

SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
. . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S
UAL . SOLDIER'S MANU
SOLDIER'S MANUAL . S

FIELD MANUAL
NO 10-57F

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 23 April 1982

SOLDIER'S MANUAL
MOS 57F
GRAVES REGISTRATION SPECIALIST
SKILL LEVELS 1, 2, 3, 4, AND 5

			Page
		COMMANDER'S ATTENTION LETTER	iii
		RESERVE COMPONENT PAGE	iv
CHAPTER	1	INTRODUCTION	1-1
CHAPTER	2	DUTY POSITION TASKS	2-1
Section	I	EFFECTS RECORD SPECIALIST (57F1)	2-1
	II	IDENTIFICATION AND EFFECTS SPECIALIST (57F1)	2-25
	III	INTERMENT SPECIALIST (57F1)	2-71
	IV	IDENTIFICATION AND EFFECTS SPECIALIST (57F1)	2-101
	V	SECTION CHIEF (57F2)	2-107
	VI	SECTION CHIEF (57F3)	2-161
	VII	GRAVES REGISTRATION NCO (57F3)	2-171
	VIII	PLATOON SERGEANT (57F4)	2-179
	IX	GRAVES REGISTRATION SERGEANT (57F4)	2-187
	X	CHIEF GRAVES REGISTRATION SERGEANT (57F5)	2-197
APPENDIX	A	REFERENCES	A-1
	B	PUBLICATIONS SOURCES	B-1
	C	ARMY CORRESPONDENCE COURSE ENROLLMENT APPLICATIONS	C-1
	D	QUESTIONNAIRE	D-1

When used in this publication, "he," "him," "his," and "men" represent both the masculine and feminine genders unless otherwise stated.

*This manual supersedes FM 10-57F, 25 April 1980.

COMMANDER'S ATTENTION

This soldier's manual will be made available in the unit for study by each unit member in MOS 57F. It need not be in the possession of each soldier but must be available for study in the unit in order to support SQT administration. When soldiers are issued soldier's manuals by their units, they are responsible for retaining and maintaining them. If they transfer, they must return the manuals to their units. Control of the soldier's manual issued by the unit will be the responsibility of the unit commander.

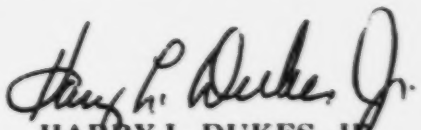
This manual identifies the tasks each soldier in MOS 57F must be proficient in to be MOS qualified. By following the guidance that the manual provides, soldiers can advance to positions of responsibility in keeping with their aptitude and motivation.

Initial distribution of this soldier's manual will be to the unit according to the assigned strength of MOS 57F. Resupply, reissue, and dissemination of changes will be accomplished through regular publications channels.

Each soldier at skill levels 1, 2, 3, 4, and 5 of MOS 57F must have access to this manual, which covers skill levels 1, 2, 3, 4, and 5. Personnel promoted to E8 also will need access to FM 10-76Z5.

If your unit needs extra copies of manuals for MOS study, libraries, or other training needs, request them directly from the US Army Publications Center, 2800 Eastern Boulevard, Baltimore, MD 21220.

This soldier's manual was prepared by the US Army Quartermaster School.



HARRY L. DUKES, JR.
Major General, USA
Commandant

RESERVE COMPONENT

ARMY NATIONAL GUARD AND ARMY RESERVE

This manual was written to cover the job requirements of Reserve component and Active Army soldiers. Generally, the jobs and tasks in this manual apply to you without change. However, some tasks may require modification due to difference of equipment, facilities, and training time available to you. You must use references, drill periods, and annual active duty for training to learn all you can about performing each task.

Many of the tasks in this manual are those you learned in advanced individual training. Others you will have to master from scratch. Since you must learn these tasks on your own, it is to your advantage to get started right away. You can get additional study materials through your unit. Your performance is measured by your ability to do all of the tasks you are assigned.

GRAVES REGISTRATION SPECIALIST AT SKILL LEVEL 1

In AIT you learned the basic skills of a graves registration specialist and were awarded skill level 1 upon graduation.

When you are assigned to a unit as a graves registration specialist, you are ready to start planning for your climb up the career ladder.

During the next testing period, you will receive an SQT Notice and Job Site Component (SNJSC) booklet. Use this manual as a guide to help you get ready for this test.

BEST DOCUMENT AVAILABLE

TASKS FOR ALL GRAVES REGISTRATION SPECIALISTS

SKILL LEVEL 1

TASK NUMBER	TITLE	PAGE
101-515-1101	Prepare required equipment and supplies for search operations.	2-3
101-515-1102	Prepare to move to recovery site.	2-4
101-515-1103	Move to recovery site	2-5
101-515-1104	Assist in search of area	2-7
101-515-1105	Assist in recovery operations	2-14
101-515-1106	Prepare recovery site sketch.	2-15
101-515-1107	Prepare recovery site overlay	2-18
101-515-1108	Prepare DD Form 567 (Record of Recovery of Remains)	2-20
101-515-1109	Prepare remains, associated effects, and records for evacuation from a recovery site	2-22
101-515-1110	Evacuate remains, associated effects, and records to collecting point	2-24
101-515-1151	Assist in preparing for collecting point operations	2-26
101-515-1152	Receive remains, effects, and records.	2-28
101-515-1153	Register remains of DD Form 1077 (Register of Remains).	2-30
101-515-1154	Process remains for tentative identification.	2-33
101-515-1155	Inventory personal effects.	2-35
101-515-1156	Prepare remains, associated effects, and records for evacuation from a collecting point	2-39
101-515-1157	Prepare DD Form 1075 (Convoy List of Remains).	2-40
101-515-1158	Transport remains and effects to designated location	2-43
101-515-1201	Receive remains	2-45
101-515-1202	Examine all effects for identification value.	2-47
101-515-1203	Record identification information on DD Form 890 (Record of Identification Processing (Effects and Physical Data)).	2-49

TASK NUMBER	TITLE	PAGE
101-515-1204	Record fingerprints on DD Form 894 (Record of Identification Processing–Fingerprint Chart)	2-52
101-515-1205	Record dental information on DD Form 891 (Record of Identification Processing–Dental Chart)	2-55
101-515-1206	Record anatomical conditions on DD Form 893 (Record of Identification Processing–Anatomical Chart)	2-59
101-515-1207	Lay out skeletal remains	2-62
101-515-1208	Record skeletal conditions on DD Form 892 (Record of Identification Processing–Skeletal Chart)	2-64
101-515-1209	Conduct inventory of personal effects	2-66
101-515-1210	Assist in preservation of remains	2-67
101-515-1211	Prepare remains for shipment	2-69
101-515-1251	Assist in temporary cemetery establishment	2-72
101-515-1252	Register remains on DD Form 1079 (Cemetery Register)	2-77
101-515-1253	Prepare remains for temporary cemetery burial	2-79
101-515-1254	Prepare DD Form 551 (Record of Interment)	2-82
101-515-1255	Maintain alphabetical index file	2-85
101-515-1256	Assist with cemetery burial	2-87
101-515-1257	Assist in mass casualty burials	2-88
101-515-1258	Perform cemetery maintenance	2-92
101-515-1301	Prepare DD Form 1078 (Plot Roster of Disinterments)	2-94
101-515-1302	Disinter remains	2-96
101-515-1303	Prepare DD Form 895 (Disinterment Record)	2-98
101-515-1351	Receive personal effects	2-102
101-515-1352	Process personal effects	2-103
101-515-1353	Pack personal effects for shipment	2-104

SKILL LEVEL 2

TASK NUMBER	TITLE	PAGE
101-515-2101	Prepare personnel and equipment for movement	2-108
101-515-2102	Move personnel to recovery site	2-109
101-515-2103	Conduct search for remains	2-111
101-515-2104	Direct recovery operations	2-112
101-515-2105	Examine completed recovery documents for accuracy	2-113
101-515-2151	Set up collecting point	2-114
101-515-2152	Direct receiving procedures for remains and effects	2-116
101-515-2153	Select methods to establish tentative identification	2-118
101-515-2201	Organize receiving area	2-121
101-515-2202	Receive remains and effects at mortuary	2-123
101-515-2203	Evaluate personal possessions used for identification	2-124
101-515-2204	Direct fingerprint identification procedures	2-126
101-515-2205	Direct dental identification procedures	2-128
101-515-2206	Compare dental chart with dental records	2-130
101-515-2207	Examine recording of anatomical conditions on DD Form 893 (Record of Identification Processing–Anatomical Chart) for errors	2-137
101-515-2208	Direct skeletal layout of bones	2-139
101-515-2209	Examine the recording of skeletal condition on DD Form 892 (Record of Identification Processing–Skeletal Chart) for errors	2-140
101-515-2210	Direct sanitation procedures in the preparation room	2-142
101-515-2211	Direct the preparation of remains for shipment	2-144
101-515-2212	Escort remains for final interment	2-146
101-515-2251	Direct the preparations for burial of remains	2-147
101-515-2252	Conduct temporary burials of remains	2-150

TASK NUMBER	TITLE	PAGE
101-515-2253	Conduct mass casualty burials	2-152
101-515-2301	Prepare for disinterring remains	2-155
101-515-2302	Conduct disinterring of remains	2-156
101-515-2303	Inspect prepared DD Form 895 (Disinterment Record)	2-157
101-515-2351	Direct receiving of effects	2-158
101-515-2352	Direct the processing of effects	2-159

SKILL LEVEL 3

TASK NUMBER	TITLE	PAGE
101-515-3101	Organize search and recovery team	2-162
101-515-3102	Set up and maintain active file of collecting point records	2-163
101-515-3151	Determine if cemetery is laid out according to suggested layout plan	2-164
101-515-3152	Direct temporary burials	2-165
101-515-3153	Direct mass casualty burial	2-167
101-515-3201	Post search and recovery situation map	2-172
101-515-3202	Coordinate search and recovery missions	2-174
101-515-3203	Conduct readiness inspection of collecting points	2-175

SKILL LEVEL 4

TASK NUMBER	TITLE	PAGE
101-515-4101	Advise commander on selection of site for temporary cemetery	2-180
101-515-4102	Direct survey team on cemetery layout requirements	2-182
101-515-4103	Direct the setting up of an operating site for temporary cemetery	2-184
101-515-4104	Prepare to disinter remains	2-185
101-515-4151	Conduct pre-award inspection of funeral establishments being considered for award of contract	2-188
101-515-4152	Arrange for escort service	2-190
101-515-4153	Conduct inspection of remains at contract funeral establishment	2-191
101-515-4154	Arrange for shipping of remains to next of kin	2-195

CHAPTER 1
INTRODUCTION

WHAT IS A SOLDIER'S MANUAL? A soldier's manual is a guide that tells you, the soldier, what the Army expects you to know and be able to do. You, as a Graves Registration Specialist, will need three soldier's manuals to tell you what the Army expects you to know and do as a 57F soldier at your current skill level. These soldier's manuals are FM 10-57F and FMs 21-2 and 21-3. FMs 21-2 and 21-3 tell you what you should know about common military subjects. The Graves Registration Specialist soldier's manual, which you are reading now, explains the career management and training programs that are set up for you to help you reach your full potential for promotion and for a rewarding career. To get the most out of your soldier's manuals, you need to know how to use them and how to set up a study pattern for yourself. Read this introduction and the table of contents to get a general idea of what this manual covers.

EPMS. Your soldier's manual has been written as a part of the Enlisted Personnel Management System (EPMS). As you read this manual, you will be learning new terms. EPMS is a single plan in which your training, evaluation, classification, and promotion programs are combined to work together under one system.

BEST DOCUMENT AVAILABLE

TASK SUMMARIES. Each task in your soldier's manual is covered by a task summary. The conditions and standards in these summaries are very important to you and your supervisor. The task statement tells you what you must do. The standard tells you how well you must perform the task and how long it should take you to perform the task.

For you, the soldier, these task summaries tell you how to practice doing the task. Using the statement in the conditions, you can set up your own test or have a buddy or your supervisor set up a test. In this practice, you can score yourself or ask your NCO to score you. By setting up practice situations like this, you will soon become an expert in performing the tasks in your job and your SQT.

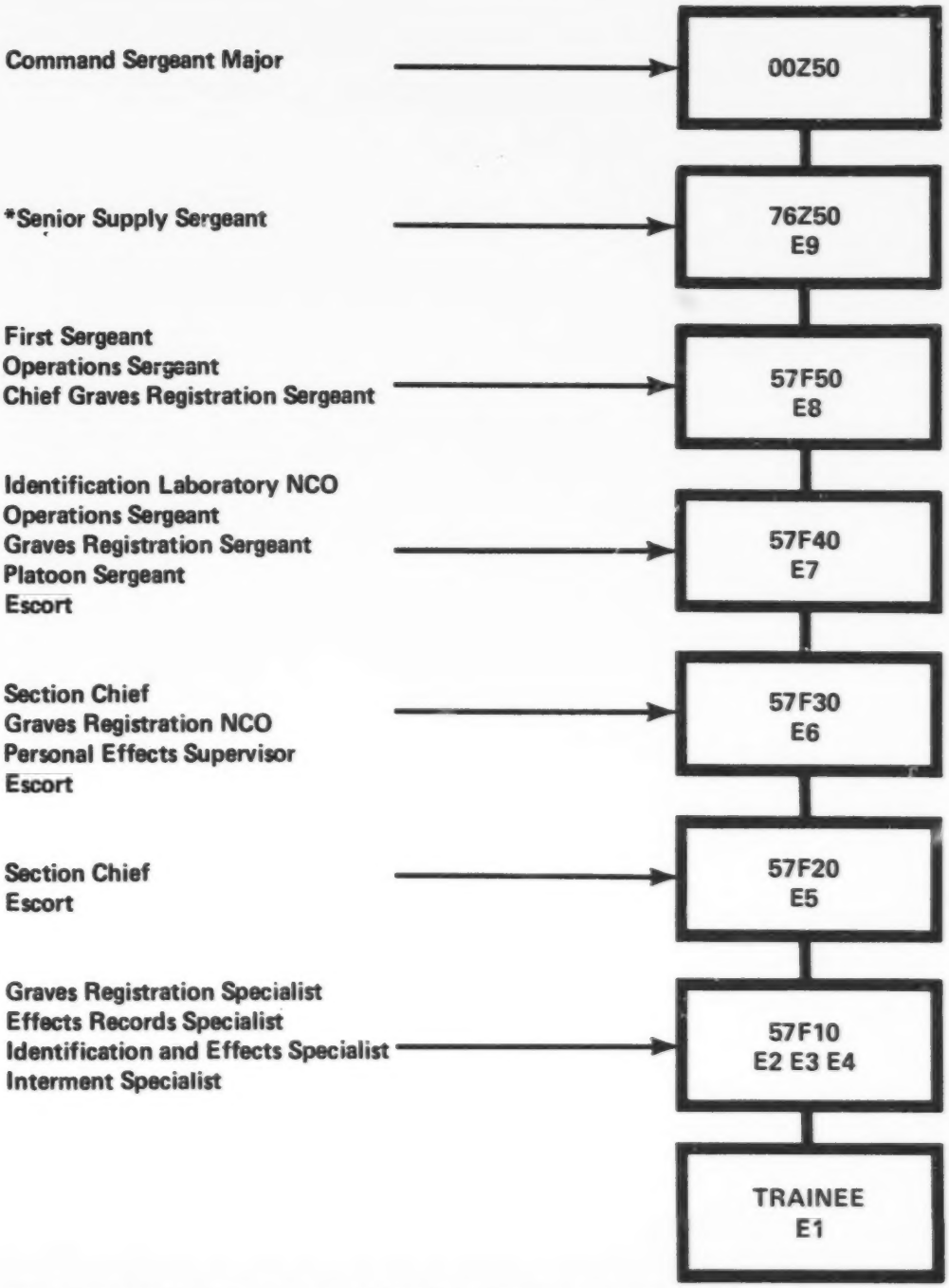
As an NCO, you are responsible for using these task summaries to train and evaluate soldiers in the lower skill levels. You should train your personnel to perform these tasks to the standards for the job and the test. If you can do this you will become a "Professional NCO," and you will find that your people are better workers and your job much easier.

SKILL QUALIFICATION TEST (SQT) REQUIREMENT. You must maintain proficiency in all areas of duty in your current skill level and the lower levels, for promotion purposes.

BEST DOCUMENT AVAILABLE

GRAVES REGISTRATION SPECIALIST

Diagram for Progression in MOS 57F

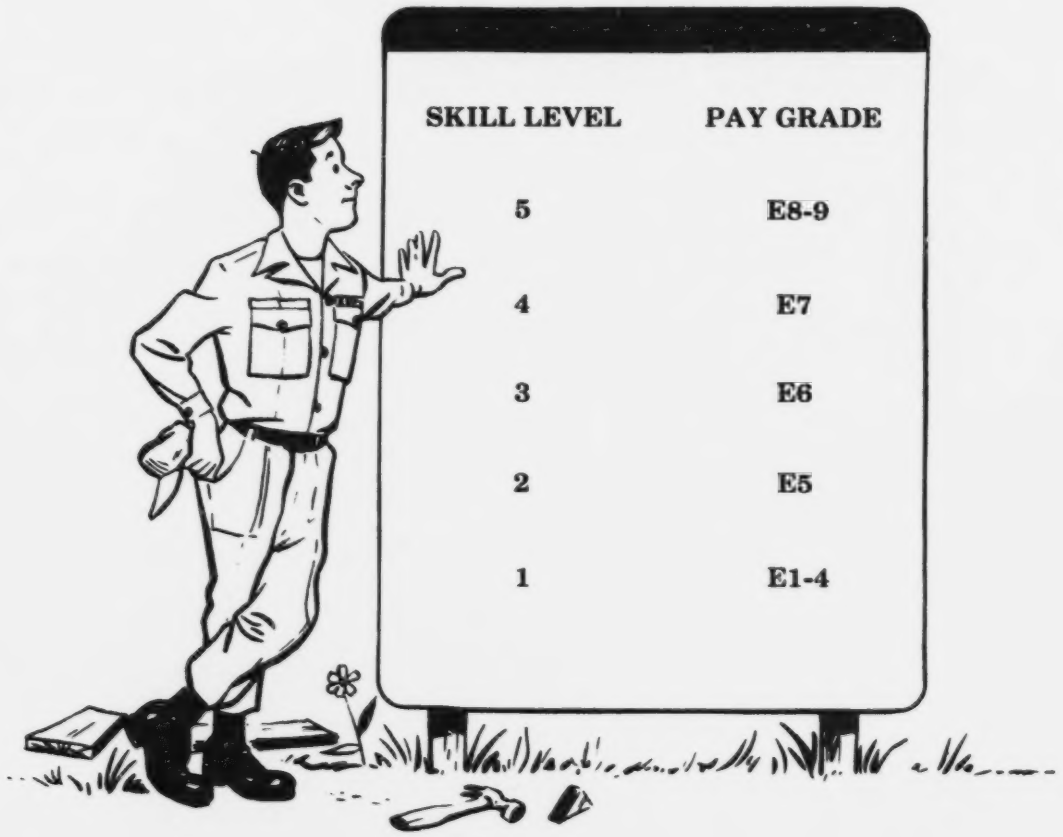


*The 57F MOS caps out to the 76Z MOS at skill level 5 (E9).

BEST DOCUMENT AVAILABLE

EPMS gives you the opportunity to broaden your skills and to take on greater job responsiblities. All of your training and each step to a higher pay grade will be planned for you during your career. Under EPMS, you will be given continuous training to prepare you for each skill level as a Graves Registration Specialist. Simply stated, your skill level indicates how much you know about your job and how well you are able to perform it.

Your pay grade (rank) is directly related to a skill level. All soldiers in MOS 57F have five skill levels in their career progression. These five skill levels and their related pay grades are shown below.



SKILL LEVEL	PAY GRADE
5	E8-9
4	E7
3	E6
2	E5
1	E1-4

SKILL QUALIFICATION TEST (SQT). To qualify for promotion, you must have a formal evaluation called the Skill Qualification Test. You will be scheduled to take the SQT at least every year throughout your Army career, unless there are unusual circumstances. This test will measure your ability to perform critical tasks selected from your soldier's manual and from FMs 21-2 and 21-3. The SQT will test your current and lower skill levels.

BEST DOCUMENT AVAILABLE

Your SQT will test you on the duty position tasks for your skill level found in this soldier's manual. As a 57F you are responsible for all tasks at your current and lower skill levels regardless of duty positions. Your test will cover selected tasks from all duty positions for the current and lower parts of your test. You must study all tasks at the current and lower skill levels to prepare for your SQT.

Your SQT is made up of various test units. Usually there is one test unit for each task summary; difficult tasks may have as many as three test units. All tests are scored **GO** or **NO GO.**

On your SQT, all of the tasks selected for testing will be from your current and/or lower skill levels. All parts of the SQT will be based on the tasks listed in your soldier's manuals and SNJSC and will test your ability to perform these tasks. Your SQT may test you in one or more of three ways: **Skill Component (SC), Hands-On Component (HOC),** and **Job Site Component (JSC).**

The **Skill Component** portion is a paper and pencil test usually made up of written skill tests. You will be asked questions about tasks you would perform on the job. For example, you will be asked about receiving remains, effects, and records or processing personal effects. You will then record your answers on an answer sheet.

The **Hands-On Component** portion of your SQT will test your ability to perform selected tasks using job-related equipment and material. It requires the actual performance of a task. An example could be recording fingerprints on DD Form 894 (Record of Identification Processing--Fingerprint Chart).

The **Job Site Component** portion of your SQT is used for tasks which must be tested by a hands-on method but under conditions that require a long time period, special equipment, or other constraints. For example, conducting a search for remains. In that case, your commander or supervisor will rate you on your Job Site Component before you take the Skill Component (SC).

YOUR SCORE. After you have taken your SQT, you will receive an Individual Soldier's Report. The report will show you how well you performed on the test and will identify those tasks on which you received a **GO** or **NO GO.** Your score will place you in one of two categories: **PASSING** or **FAILING.** A passing score reveals that you have met or exceeded the minimum technical qualifications to perform at your present skill level. A failing score reveals that you have not made a minimum passing score and can't perform a number of the tasks on which you were tested. You will be required to be retested the following year. If you fail the second time, you may be reclassified to a different MOS or declared ineligible to reenlist. As you can see, the SQT is very important in terms of your Army career. It has a major impact on whether you:

- Keep your present MOS and skill level.
- Get promoted.
- Are reclassified into a different MOS.
- Are retained in the Army.
- Are eligible to reenlist.

You will be asked questions about tasks you would perform on the job. For example, you will be asked about receiving remains, effects, and records or processing personal effects.

TRAINING RESOURCES. You must keep your supervisor or training NCO advised of your training and promotion status. It is your responsibility to watch over your own career and make sure you get the training you need to advance. In order to do well on your SQT, improve your skills, or get ready for school or a new assignment, several training resources are available to you. Let's look at each one separately and see how they can help you.

DA Publications. DA publications are used as references and job aids to help you improve your present skills and increase your knowledge in the graves registration field. DA publications include:

- Army Regulations (ARs)
- Field Manuals (FMs)
- Technical Manuals (TMs)
- Department of the Army Pamphlets (DA Pams)
- Training Circulars (TCs)

They are found throughout the Army and should be available at your unit or MOS Library. DA publications may be used by themselves or together with other training methods listed in this chapter. A list of common publications for the 57F may be found in appendix A.

TEC (Training Extension Course). Exportable training materials are a major feature of EPMS. What this means is that training materials have been developed or will be developed and sent (exported) to your unit. TEC lessons available for each task are listed under References on each Task Summary. Ask your training NCO to help you get the latest TEC lesson for your MOS. He can do this by reviewing the Training Extension Course (TEC) Status List which the local learning center receives monthly. These lessons may be obtained by your unit from:

Commander, US Army Training Support Center
ATTN: ATIC-AET-TP
Fort Eustis, VA 23604
AUTOVON 927-5731/3160

The training materials may be of one or more of the following types:

- ***Programed instruction.*** This is usually a special type of text or workbook. Materials in it are presented in a series of steps. Each step teaches a small amount of information and then asks for a response from you. You work through this type of text at your own pace.

- ***Audio materials.*** These are cassettes or tape recordings that you listen to and use with a text, workbook, or piece of equipment.

- ***Visual materials.*** These are charts, models, display materials, or pictures that teach you the skills you must know.

- ***Audiovisual materials.*** The audiovisual lessons that are most often available are audio and visual cassettes that are shown on a Cue/See machine. The machine and the cassettes are available through your unit or battalion learning center. Certain lessons may be provided in the form of audio cassette and 35-millimeter slides when use by a large group is desired.

Correspondence Courses. Correspondence courses cover MOS-related subjects as well as general military subjects. If you have thought about taking a correspondence course, but have not gotten around to doing so, consider this:

Correspondence course study is considered to be equal to formal enrollment and study in an Army training school. It is easy to enroll in a correspondence course. Just fill out DA Form 145. Give the completed form to your training NCO, who will have your request approved and sent to:

Army Institute for Professional Development
US Army Training Support Center
Newport News, Virginia 23628

Correspondence courses appropriate to the Graves Registration Specialist are listed in appendix A of this manual or may be found in DA Pamphlet 351-20-14, Army Correspondence Course Program (US Army Quartermaster School Course Catalog).

CAREER PROGRESSION TRAINING. As an E4 eligible for promotion to E5, you will qualify for additional training. This training consists of the 57F Primary Technical Course (PTC) and the Primary Leadership Course (PLC). The PLC is given at an NCO academy. The PLC will train you in leadership skills. The PTC will provide you with the technical skills you will need to perform as an E5 NCO. This course will be an export course.

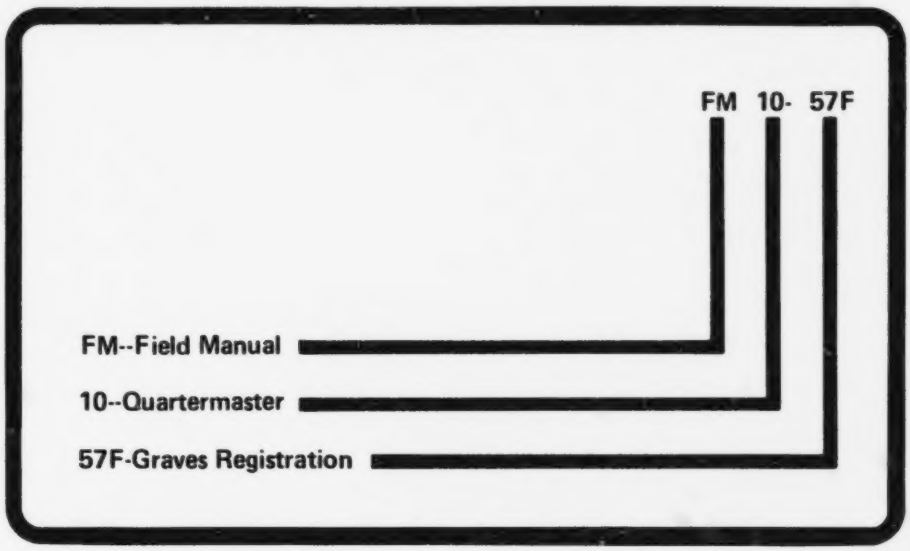
Later, when you are an E5 eligible for promotion to E6, you may enroll in the 57F Basic Technical Course (BTC). This course will be developed to cover those technical tasks necessary to perform as an E6 NCO.

As your career progresses and you are an E6 eligible for promotion to E7, you may enroll in the Advanced NCO Course (ANCOC). A 57F50 (E8) will not be required to take additional technical training as a 57F. The 76Z50 may be selected by Department of Army to attend the Sergeants Major Academy at Fort Bliss, Texas. The academy will train him in the duties of a Command Sergeant Major.

HOW TO USE YOUR SOLDIER'S MANUAL. Soldier's manuals are printed as DA field manuals. The skill level is shown in the black box on the outer edge of each task page. All skill level 1 tasks have a white number 1 in the black box on each task page. Skill level 2 tasks have a white number 2 in the black box.

SAMPLE: 1 2

Numbering System. By breaking down the number of the front cover of your soldier's manual, you can tell what the manual is all about as shown below.



Terms Used. The following terms are defined to help you use your soldier's manual.

- **Common Task.** A task that every soldier at a given skill level within each MOS must perform regardless of his duty position. An example is "prevent shock." These tasks are in FMs 21-2 and 21-3.

- **Conditions.** A description of the setting in which a task must be performed by a soldier. This description includes tools, equipment, materials, assistance available, physical demands, environment, and location.

- **Critical task.** A task that a soldier must perform to complete a mission, do a job, or survive on the battlefield.

- **Duty positions.** The major subdivisions of a skill level based on the jobs that are in unit authorization documents, either Table of Organization and Equipment (TOE) or Table of Distribution and Allowances (TDA). For example, the MOS 57F may be subdivided into five skill levels. The five skill levels may be further subdivided into duty positions, each of which consists of many tasks. Duty position is the same as job.

- **Duty position task.** A task that is performed by only those soldiers in a particular job or duty position in a skill level. Duty position tasks are unique to a job while common tasks apply to all jobs in a skill level.

BEST DOCUMENT AVAILABLE

• **GO/NO GO.** A pass-fail method of testing that does not allow the soldier to be "partially correct." A soldier either meets the standard or does not meet the standard.

• **Job.** The tasks performed by a single worker. If the same tasks are performed by several soldiers, they all hold the same job. As an MOS 57F, you are called a Graves Registration Specialist, but your job may be an Effects Record Specialist. See duty position above.

• **Military Occupational Speciality (MOS).** A group of duty positions that have closely related duties and require soldiers to have similar qualifications. A soldier assigned to any job within the MOS may be moved to any of the other jobs at the same skill level.

• **Performance measures.** Those steps or behaviors that the soldier must follow and abide by to do the task and that the evaluator observes to make sure the task has been done correctly.

• **Standard.** The standard tells how well, completely, or accurately a task must be performed or a product must be produced. It may be stated in terms of sequence, completeness, accuracy, speed, format, errors, quantity, clarity, tolerance, or other observable and measurable standards.

• **Task.** A task is a self-contained part of a job or duty position which has an identifiable beginning and ending. It can be performed by itself or as part of a job. It is the lowest level of behavior that describes a meaningful function of a job. A task produces a product or result.

STUDY PATTERN. Chapter 2 of this manual contains a list of duty position tasks and a task summary for each task. A list of the common tasks for your skill level will be provided in FM 21-2 and FM 21-3. The parts of a task summary and an explanation of each part are as follows:

TASK SUMMARY

101-524-0000

TASK STATEMENT:	A statement of what you must be able to do.
CONDITIONS:	The conditions under which you will perform the task, including necessary equipment and materials.
STANDARD:	A statement of how well or how accurately you must perform the task.
PERFORMANCE MEASURES:	A list of what you have to know and do to complete the task.
REFERENCES:	A list of study materials that you can use to learn how to perform the task.

You should already be able to do a number of these tasks. You learned some of them in advanced individual training (AIT). Perhaps you learned some of the tasks while working on the job or in unit training. However, knowledge that is seldom used and skills that are seldom practiced are soon lost. It really doesn't matter where or when you first learned a task. The important question is--**HOW WELL CAN YOU DO IT NOW?**

A formal training program may be set up for you in your unit. Your commander, first sergeant, training NCO, or supervisor will use this soldier's manual and a job book to record whether or not you can perform a task. Your supervisor will have a copy of your job book. Each job book contains complete lists of technical (MOS-related) tasks under duty position headings.

Your supervisor will check off your task performance as either a "GO" (can do the task) or "NO-GO" (cannot do the task) in your job book. As you and your supevisor go over the list of tasks which your supervisor has marked, you should get a picture of those you can do well or those for which you need more practice. This information will help you develop your individual study plan for your Skill Qualification Test. In this way, your progress can be recorded and problems can be analyzed and solved.

PRACTICE. After you and your supervisor have found your problem areas, practice the performance measures that can help you learn the task. The study references listed at the end of each task summary should be available to you at your worksite and through your installation publications center. Also--do not forget the exportable training material that is available to you through your unit. Contact your unit training NCO in order to get this material. Here are some study suggestions that work:

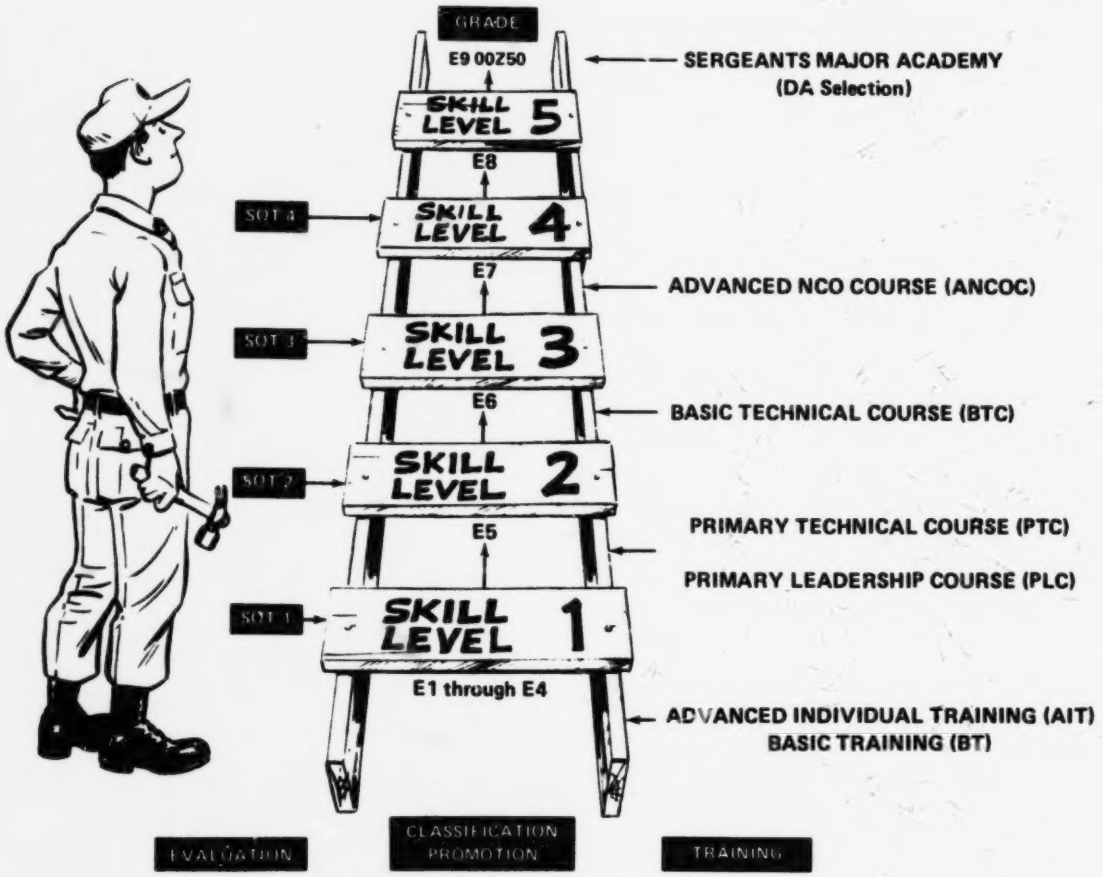
- The way to study is simply to begin.
- Budget your time. Set aside a definite time for study each week.
- Study with a buddy or a group occasionally.
- Test yourself frequently. Skills that are seldom used are soon lost.

ASK! ASK! ASK! ASK! As important as formal programs are, they are not enough. Another important source of information is your first sergeant, sergeant major, firstline supervisor, and commander. If you do not know or do not understand something, **ASK FOR HELP!** Passing on knowledge and skills to younger soldiers is a very important task for each supervisor. He knows the system from the inside--how to work with it and how to make it work for you. To ignore this resource is to ignore the most important training aid of all, **EXPERIENCE!**

BEST DOCUMENT AVAILABLE

EPMS Career Ladder

MOS 57F



EPMS CAREER LADDER. As you can see, the Army is just as eager to promote you as you are to be promoted. Look at the EPMS career ladder (page 1-11) and the five skill levels in your MOS 57F and 76Z. Each skill level represents a division of the pay grades, ranks, and jobs from E1 through E9.

The RIGHT side of the ladder shows you the Army training and courses that will help you move up the promotion ladder.

The LEFT side of the ladder shows SQTs 1, 2, 3, and 4--the points in your career at which the Army will measure the skills you have learned.

PROMOTION CHECKLIST

Here is a handy list of things you should do to qualify for promotion.

☐ **REVIEW** the duties for your MOS at your current skill level and your lower skill levels.

☐ **STUDY** all reference material listed in the task summaries in this manual and FMs 21-2 and 21-3.

☐ **CHECK** with your training NCO about training courses. The training NCO can guide you in selecting exportable training material for your Army career.

☐ **BE A GOOD SOLDIER.** Perform well in your duty position. This will help you to get a good evaluation.

☐ **KEEP** your knowledge and skills sharp by reviewing the tasks from your soldier's manual that you have learned to do.

☐ **WHEN** you get your SQT Notice and Job-Site Component (SNJSC) booklet, study the task summaries that are listed in it. **Remember:** These are the only ones that will appear on the SQT, so go to the appropriate section of this manual and find the critical tasks you must master.

☐ **TAKE** your **SQT.** This test will determine if you will be given the skill level rating which you must have before you are promoted.

BEST DOCUMENT AVAILABLE

Skill Level 1

SKILL LEVEL 1. It is to your advantage to study hard and to learn the basic duties of this MOS skill level. You are laying the foundation for future advancement, and the skills you acquire during this period of training will be of value to you during your entire Army career. Duties and responsibilities are listed in this manual and in AR 611-201.

AR 611-201 is the dictionary of MOSs for enlisted personnel.It contains complete information about the duties and skill levels of the 57F Graves Registration Specialist. You will perform tasks related to effects and records, identification and effects, and interment specialities. Areas of responsibility and duties for skill level 1 as identified by AR 611-201 are:

MOS 57F10: Collects, identifies, evacuates, and buries deceased personnel. Searches areas for unburied dead, hasty, isolated or unmarked graves, personal effects, and identification items. Disinters remains, records personal effects and identification items, and prepares recovery records. Collects and transports remains and personal effects to designated points. Determines and records recovery locations on maps, sketches, and overlays. Examines remains, clothing, and personal effects for identification information. Establishes identification through identification tags, personal effects, clothing markings, and by obtaining statements of recognition. Records identification information and physical and anatomical characteristics of fingerprint, anatomical, skeletal, and dental charts, and other records. Inventories and assists in classification and evacuation of personal effects. Operates cameras and assists X-ray and fluoroscopic operator in examining remains. Assists in preparation, preservation, and shipment of remains. Assists in cemetery burials, excavation of graves disinterments, and cemetery maintenance. Assists in mass casualty burials. Receives, reinventories, processes, safeguards, stores, prepares for shipment, and ships personal effects of deceased personnel. Participates in burial ceremonies and prepares, distributes, and maintains records and reports. Drives military vehicle and performs preventive maintenance.

BEST DOCUMENT AVAILABLE

Skill Level 2

SKILL LEVEL 2. When you advance to skill level 2, you may be performing as a section chief or as an escort depending on the duty position to which you have been assigned.

AR 611-201 describes the duties and tasks that are required for your skill level in the Graves Registration Specialist field. Although you may not be performing all of these duties, you need to be aware that you will have to perform tasks or duties other than those on the critical task list. AR 611-201 identifies the skill level 2 duties as:

MOS 57F20: Supervises collection, evacuation, identification, and burial of deceased personnel and performs escort duties. Plans and supervises search and recovery operations to locate remains of deceased personnel, personal effects, and identification items. Obtains and reviews records of deceased or missing personnel. Organizes search teams, determines equipment requirements, and briefs team members. Obtains maps and prepares location sketches and overlays. Insures compliance with sanitary procedures to prevent disease or infection from handling remains. Instructs in special handling, marking, and shipping of contagious disease cases and contaminated remains. Forwards property and inventory forms to collection points. Supervises receipt, processing, storage, and shipment of deceased personnel and personal effects. Accompanies remains and personal effects to designated locations and assists with arrangements for military honors at place of burial. Estimates requirements, requests and supervises receipt, storage, and issue of supplies and equipment. Prepares work schedules and assigns personnel to work positions. Counsels subordinates on work performance. Prepares technical and administrative reports. Conducts on-the-job training programs.

BEST DOCUMENT AVAILABLE

SKILL LEVEL 3. You may not be performing all of these tasks now, but you need to be aware that you will have to perform tasks other than those on the critical task list.

AR 611-201 describes the duties involved at your skill level. The areas of responsibility are Graves Registration NCO, personal effects supervisor, section chief, and escort. AR 611-201 identifies the skill level 3 duties as:

> **MOS 57F30:** Supervises medium-size graves registration activities or serves as graves registration NCO on small headquarters staff or as memorial affairs NCO in oversea mortuary. Performs duties shown in preceding level of skill. Advises commander and headquarters staff on graves registration activities and coordinates activities of subordinate units. Establishes and maintains liaison with support and combat units, casualty sections, and medical and dental activities. Posts and updates situation maps and reports. Maintains files and reports on graves registration activities. Coordinates transportation requirements for the evacuation of remains to CONUS from oversea mortuaries. Coordinates or conducts military ceremonies for deceased personnel. Assists in postmortem examination and special criminal investigations when circumstances require. Coordinates cremations with crematories. Prepares and supervises on-the-job training programs. Prepares evaluation reports.

BEST DOCUMENT AVAILABLE

SKILL LEVEL 4. At pay grade E7, you will supervise large graves registration operations and perform the duties that are at skill level 4 of this manual.

AR 611-201 describes the duties and tasks that are required for your skill level in the graves registration field. You may be performing as a graves registration sergeant, a platoon sergeant, an identification laboratory NCO, or an operations sergeant. AR 611-201 identifies the skill level 4 duties as:

> **MOS 57F40:** supervises large graves registration collection point or serves as memorial affairs NCO on staff of large headquarters. Performs duties shown in preceding level of skill. Advises on temporary cemetery locations, emergency burials, and security and disposition of remains and personal effects. Monitors sanitary procedures. Advises on health requirements for subordinate and indigenous labor personnel. Coordinates with non-US service authorities, other service authorities, and civilian officials on graves registration matters. Coordinates and advises on military burials and ceremonies. Plans and coordinates escort duties. Instructs and debriefs escorts. Advises on handling and disposition of restricted and classified materials. Assists in review of mortuary services contracts. Advises summary court authorities on disposition of personal effects.

BEST DOCUMENT AVAILABLE

Skill Level 5

CHIEF GRAVES REGISTRATION SERGEANT DUTIES

SKILL LEVEL 5. Although you may not be performing all of these duties, you should be aware that you will have to perform tasks or duties other than those on the critical task list.

Army Regulation 611-201 describes the duties and tasks that are required for your skill level as a chief graves registration sergeant. General tasks cover areas of responsibility pertaining to leadership. Technical tasks cover critical areas of responsibility pertaining to graves registration operations. The three areas in which you may be required to perform as a supervisor are: chief graves registration sergeant, first sergeant, and operations sergeant.

MOS 57F50: Serves as principal memorial affairs or graves registration NCO at all command levels. Supervises memorial affairs and graves registration activities. Provides technical and administrative advice and assistance on graves registration matters and memorial affairs activities, to include acquisition of land for temporary cemeteries and facility manpower and equipment requirements to operate mortuaries and personal effects depots. Establishes and maintains official records and prepares periodic and special reports on memorial affairs and graves registration activities. Serves on special boards and councils incident to these activities. Performs principal NCO duties associated with SQI "M."

BEST DOCUMENT AVAILABLE

HOT LINE. The Quartermaster School stands ready at all times to help. If you have a question about EPMS or need information on the availability of QM courses, call the Quartermaster School. If technical personnel are not available, your request will be automatically recorded, and you will receive your answer by telephone within a short while. To call the Quartermaster School, you can use either the commercial or AUTOVON number.

COMMERCIAL: (804) 734-3767 (EPMS)
AUTOVON: 687-3767 (EPMS)

If you have permission to use a military class AA telephone, you can use the AUTOVON number to call the Quartermater School. Remember that you will have to pay for the cost of the call to the Quartermaster School if you use a commercial (public) telephone.

ALSO:

You can write a letter to the Quartermaster School and have your questions answered by a mailed reply. Address:

US ARMY QUARTERMASTER SCHOOL
ATTN: ATSM-EV-C
FORT LEE, VIRGINIA 23801

GOT AN IDEA TO PASS ON? After you have read the introduction to this soldier's manual and have used the task summaries to learn your job, the Quartermaster School would like to know your ideas on how to make the manual better or easier to use. If you think that any part of this manual does not show things the way they really are in the field, **LET US KNOW.**

Fill out the questionnaire in appendix D of this manual and mail it back to the Quartermaster School. (No postage will be necessary.) In making your suggestions, add them to the comment section of the questionnaire. If you need more space, write your remarks on blank paper and enclose it with your questionnaire.

CHAPTER 2

DUTY POSITION TASKS

Section I

EFFECT RECORDS SPECIALIST (57F1)

TASK NUMBER	TITLE	PAGE
	SEARCH AND RECOVERY OPERATIONS	
101-515-1101	Prepare required equipment and supplies for search operations	2-3
101-515-1102	Prepare to move to recovery site	2-4
101-515-1103	Move to recovery site	2-5
101-515-1104	Assist in search of area	2-7
101-515-1105	Assist in recovery operations	2-14
101-515-1106	Prepare recovery site sketch	2-15
101-515-1107	Prepare recovery site overlay	2-18
101-515-1108	Prepare DD Form 567 (Record of Recovery of Remains)	2-20
101-515-1109	Prepare remains, associated effects, and records for evacuation from a recovery site	2-22
101-515-1110	Evacuate remains, associated effects, and records to collecting point	2-24

1

■ 101-515-1101

PREPARE REQUIRED EQUIPMENT AND SUPPLIES FOR SEARCH OPERATIONS

CONDITIONS: Your platoon has been selected for a search mission by higher headquarters, and your NCOIC tells you to prepare equipment and supplies for the search operation. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: TOE or TDA graves registration equipment, blank DD Form 567 (Record of Recovery of Remains), DD Form 1074 (Questionnaire of Local Inhabitants Regarding Deceased Personnel), DD Form 565 (Statement of Recognition), overlay and sketch paper, all notes made on search operation, human remains pouches, litters, personal effects bags, waterproof cover, seals, blank paper and pencil, 50-foot rope, and lensatic compass.

STANDARD: You must complete all performance measures in sequence within 45 minutes without error.

PERFORMANCE MEASURES:

1. Obtain information about search operation.

1

NOTE: Information will come by direct orders from higher military authority (NCOIC, OIC) by message, letter, telephone, or radio.

   a. Make notes on type of recovery.
   b. Make notes on number of remains.
   c. Make notes on type of terrain.

2. Determine equipment and supplies needed.

3. Obtain one of the following for each remains:
   a. Human remains pouch.
   b. Human remains litter.
   c. Personal effects bag with waterproof cover and metal seal.
   d. DD Form 565, DD Form 567, DD Form 1074, overlay, and sketch paper.

4. Check equipment and materials for serviceability.

5. Inspect items for defects such as rips, missing handles, broken zippers, mildew, and bloodstains.

6. Give the NCOIC a list of equipment and supplies.

REFERENCES: FM 10-63, chapter 3.

■ 101-515-1102

PREPARE TO MOVE TO RECOVERY SITE

CONDITIONS: Your NCOIC tells you to prepare individual and organizational equipment for movement to recovery site. This task is performed in a garrison or simulated combat situation under all environmental conditions. Duty uniform will be worn. Resources required: straps or binding material, selected mission-essential equipment and supplies, designated vehicle(s), and unit SOP.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Load equipment and supplies in vehicle according to unit SOP.
   a. Load the items first that you will not need when you reach the recovery site. Then load the items that you will need right away.
   b. Load items by size and weight when possible.

NOTE: Place large and heavy items well forward; place small and light items to the rear of cargo compartment.

   c. Secure equipment and supplies, using tiedown straps or braces to prevent their being lost or damaged during transport.

2. Select and prepare your individual equipment.
   a. Take only the equipment you need for the mission.
   b. Fit and adjust your equipment.
   c. Balance load.
   d. Know the contents of each component attached to your harness.
   e. Attach items that you will probably use first within easy reach.
   f. Readjust suspenders and pistol belt.
   g. Secure all loose straps, hooks, and buckles.

REFERENCES: FM 10-297, chapter 8.

■ 101-515-1103

MOVE TO RECOVERY SITE

CONDITIONS: Your NCOIC has appointed you as team leader and told you to take your team to a nearby recovery site. You have to march across country from your vehicle. This task is performed in garrison or simulated combat situation under all environmental conditions. Duty uniform will be worn. Resources required: load-bearing equipment, protractor, lensatic compass, military map of area, and grid coordinates.

STANDARD: Within the time specified by the commander, you must complete all performance measures in sequence without error.

PERFORMANCE MEASURES:

1. Plot the grid azimuth on the military map.
   a. Find your position on the map.
   b. Pinpoint recovery site on the map.
   c. Draw a straight line between and through the two points until the line crosses the north/south grid line.
   d. On your protractor, place the index at the point where the line that you drew crosses the north/south grid line.
   e. Turn the protractor so that the base line is on the line you drew to determine the grid azimuth of the line recovery site.

1

2. Change the grid azimuth to a magnetic azimuth.
   a. Find declination diagram at the bottom of the map.

NOTE: The declination diagram has three base or reference lines: true north, magentic north, and grid north.

   b. Find magnetic north line (symbol is a half arrowhead) and the grid north (symbol is GN).
   c. Find G-M angle.

NOTE: This is the number of degrees difference between grid north and magnetic north.

   d. Look at the position of magnetic north.

NOTE: If magnetic north is to the left of grid north, you must add the number of the G-M angle to the number of your grid azimuth. If magnetic north is to the right of grid north, you must subtract the number of the G-M angle from the number of your grid azimuth.

   e. Write this number down.

NOTE: This is the magnetic azimuth.

3. Determine your pace conversion scale.
   a. Measure out 100 meters and pace this distance.
   b. Determine the number of paces it took you to walk 100 meters. Use this number as the pace conversion scale.
   c. Divide the pace conversion scale number into the total number of paces to the terrain feature.

4. Make a map reconnaissance of the route.
   a. Select terrain features.
   b. Find out if terrain will affect your pace count.

5. Move to start point.

6. Use lensatic compass and move to recovery site.
   a. Remove compass from the carrying case and open it.
   b. Hold compass level and fixed with both hands.
   c. Sight compass by turning your body slowly in the direction of your magnetic azimuth.
   d. Align magnetic azimuth with the sighting slot above the lens and sighting wire.
   e. Using the terrain feature you selected, show it to your point man with instructions to guide on it.

7. Halt team when the point man reaches the selected terrain feature.
   a. Ask the point man for pace count.
   b. Compute the actual distance from the objective.

8. Repeat performance measures 6 and 7 until you reach your objective.

9. Check your calculation to confirm your location.

REFERENCES: FM 21-26, chapter 5.
FM 21-2.

■ 101-515-1104

ASSIST IN SEARCH OF AREA

CONDITIONS: Your platoon has arrived at the recovery area, and your NCOIC tells you to assist in search of area. This task is performed in garrison or simulated combat during daylight hours under all environmental conditions. Duty uniform will be worn. Resources required: map of search area, lensatic compass, map overlay indicating area to be searched, pencil, blank DD Form 896 (Field Search Record), and blank DD Form 1074 (Questionnaire of Local Inhabitants Regarding Deceased Personnel).

STANDARD: You must complete all performance measures in sequence within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Determine if any local inhabitants live in the area to be searched.
   a. Record information given by any local inhabitants on DD Form 1074 (see figure 1104.1).
   b. Question local inhabitants to see if they know the locaton of any remains.
   c. Have one of the local inhabitants show you where remains might be buried.
   d. Show appreciation to local inhabitants.

NOTE: Provide food or other items, other than money, to be given to local civilians when they give information that leads to the recovery of remains, if such gifts are authorized by the commander.

1

BEST DOCUMENT AVAILABLE

QUESTIONNAIRE OF LOCAL INHABITANTS REGARDING DECEASED PERSONNEL

NAME OF PERSON BEING QUESTIONED	ADDRESS (Town & Country)	OCCUPATION
PETER WALLACE	RAUCH, GUAGILAND	FARMER

SECTION I – TO BE COMPLETED IN ALL CASES IF POSSIBLE

	YES	NO
1. DO YOU KNOW OF ANY DECD AMERICAN BURIED IN THE IMMEDIATE VICINITY?	✓	
2 CAN YOU GUIDE ME TO ANY GRAVE SITE(S)?	✓	
3 CAN YOU SHOW ME THE GRAVE(S)?	✓	
4 IS AREA MINED IN WHICH REMAINS ARE LOCATED?		✓

5 NAME OF CIV CEMETERY IN COMMUNITY	6. WHERE ARE CEMETERY RECORDS LOCATED?
FLABIAN NATIONAL CEMETERY	RAUCH POLICE STATION
7. WHAT INFORMATION IS CONTAINED THEREIN? NAMES OF DECEASED INTERRED IN CEMETERY	8. FROM WHAT SOURCE WAS INFORMATION OBTAINED? UNKNOWN

9. DATE OF DEATH EST 10 JULY 81	10. HOW DO YOU KNOW? I WAS IN THE AREA DURING FIREFIGHT	
11. CAUSE OF DEATH ENEMY MACHINEGUN FIRE	12. HOW DO YOU KNOW? I SAW THE SOLDIER WALK INTO THE AMBUSH	
13. DATE OF BURIAL EST 11 JULY 81	14. HOW DO YOU KNOW? I HELPED BURY THE REMAINS	
15. PLACE OF BURIAL CT 46413916	16. HOW DO YOU KNOW? I WAS PRESENT WHEN REMAINS WERE BURIED	
17. WHERE WERE REMAINS FOUND? CT 49763984	18. BY WHOM? PETER WALLACE	
	19. HOW DO YOU KNOW? NA	
20. WAS CASKET USED? YES (NO)	21. WHO FURNISHED CASKET? NA	22. WHO MADE BURIAL? PETER WALLACE CAROL SANBORN
23. NAME OF DECD (If Known) JOHN R. ANDERSON	24. ORGANIZATION TO WHICH ATTACHED A BTRY 49TH FA BN 7TH	
25. WERE ID TAGS FOUND AT TIME OF DEATH? (YES) NO	26. WHERE FOUND NECK OF REMAINS	27. BY WHOM? PETER WALLACE
	28. WHERE ARE ID TAGS? BURIED WITH REMAINS	
29. WERE PERSONAL EFFECTS FOUND AT TIME OF DEATH? (YES) NO	30. WHERE FOUND? ON REMAINS	31. BY WHOM? PETER WALLACE
32. WHAT WAS CONTAINED IN PERSONAL EFFECTS OF DECD 1 WRISTWATCH 1 BILL FOLD WITH CONTENTS 1 ID BRACELET	33. WHERE ARE PERSONAL EFFECTS? RAUCH POLICE STATION	
34. WAS DECD IDENTIFIED BY COMPANIONS AT TIME OF DEATH? YES (NO)	35. WAS DECD GIVEN FIRST AID? YES (NO)	36. BY WHOM? NA
37. WAS DECD EVACUATED TO AN ENEMY MIL OR CIV HOSPITAL YES NA NO	38. WHERE? NA	
39. PHYSICAL CHARACTERISTICS OF DECEASED: RACE: NEGROID LARGE MOON-SHAPED SCAR ON LEFT CHEEK		
40. DO YOU KNOW OF ANY MIS-DEED CONCERNING REMAINS? YES (NO)	41. IF YES, WHO COMMITTED IT, AND EXPLAIN. NA	
42. DO YOU KNOW OF ANY AMERICAN SOLDIERS LIVING WITH OR AS CIVILIANS IN THE IMMEDIATE AREA? YES (NO) (If yes, give names and address)		
43. HAVE YOU HEARD OF ANY AMERICANS STAYING IN THIS VICINITY? YES (NO)	44. DID THEY LEAVE? YES NO NA	
45. WHEN DID THEY LEAVE? NA	46. WHERE DID THEY GO? NA	

DD FORM 1074, 1 Jan 58 Replaces DA Form 1312-R, 1 Feb 56, which is obsolete.

Figure 1104.1. Sample entries on front of DD Form 1074 (Questionnaire of Local Inhabitants Regarding Deceased Personnel).

BEST DOCUMENT AVAILABLE

FM 10-57F

SECTION II – ADDITIONAL INFORMATION REQUIRED IF DEATH INVOLVED AIRCRAFT		
47. WERE REMAINS FOUND IN WRECKAGE OF PLANE? YES NO *(If yes, what part of aircraft were they found?)*		
48. WERE REMAINS FOUND NEAR WRECKAGE? YES NO		49. CAN YOU GUIDE ME TO THE SCENE OF CRASH? YES NO
50. DO YOU RECALL ANY DISTINCTIVE MARKINGS OR NAMES ON AIRCRAFT?		51. HOW DID CRASH OCCUR? Antiaircraft Collision Enemy Planes Other
52. DID ENTIRE PLANE EXPLODE? In the air on the ground		53. DID ENTIRE PLANE BURN? In the air on the ground
54. DIRECTION OF FLIGHT		55. WAS THERE ANY BOMBING IN IMMEDIATE AREA WHEN PLANE CRASHED? YES NO
56. WERE BOMBS RELEASED BEFORE CRASH? YES NO		57. NO. OF PLANES IN FORMATION WHEN CRASH OCCURRED.
58. PRECISE TIME AND DATE OF CRASH		59. WAS PARACHUTE SEEN? YES NO
60. WAS HE SHOT ON WAY DOWN? YES NO	61. WAS HE TAKEN PRISONER? YES NO	62. DID HE ESCAPE? YES NO

SECTION III – ADDITIONAL INFORMATION REQUIRED IF MEMBER OF AN ARMORED COMMAND ONLY	
63. WERE REMAINS FOUND IN WRECKAGE OF A TANK? YES NO	64. LOCATION FROM WHICH REMAINS WERE REMOVED FROM TANK
65. WERE REMAINS FOUND NEAR WRECKAGE? YES NO	66. TYPE OF TANK
67. DO YOU RECALL ANY MARKINGS OR NAMES ON TANK? YES NO	68. TYPE OF ENEMY ACTION THAT DISABLED TANK
69. DID TANK EXPLODE? YES NO	70. NUMBER OF TANKS IN IMMEDIATE VICINITY AT TIME OF DISABLEMENT
71. PRECISE TIME AND DATE OF DESTRUCTION OF TANK	72. DID ANY CREW MEMBERS ESCAPE? YES NO
	73. WERE ANY PRISONERS TAKEN? YES NO
	74. CAN YOU LEAD ME TO SCENE OF TANKS DESTRUCTION? YES NO

SECTION IV ADDITIONAL INFORMATION *(Remarks)*		
DATE	NAME & TITLE OF PREPARING OFFICIAL	SIGNATURE
15 JUL 81	JOHN P. QUINN, CPT, QMC	John P. Quinn

Figure 1104.1. (Continued). Sample entries on back of DD Form 1074 (Questionnaire of Local Inhabitants Regarding Deceased Personnel).

BEST DOCUMENT AVAILABLE

2. Determine best search method to use by finding the extent of search required in the particular area (see figure 1104.2).

a. Use open formation but be sure you keep in sight of each other.

NOTE: The open formation is useful in areas in which one or two remains have been reported, the area to be searched is large, and the terrain is moderate, as indicated on the map overlay.

b. Have search team form in a closed formation, hand to hand, similar to the skirmish line.

NOTE: The closed formation is useful in areas in which heavy casualties occurred as a result of intense fighting in close combat. Closed formation is also useful when every foot of the entire area must be covered.

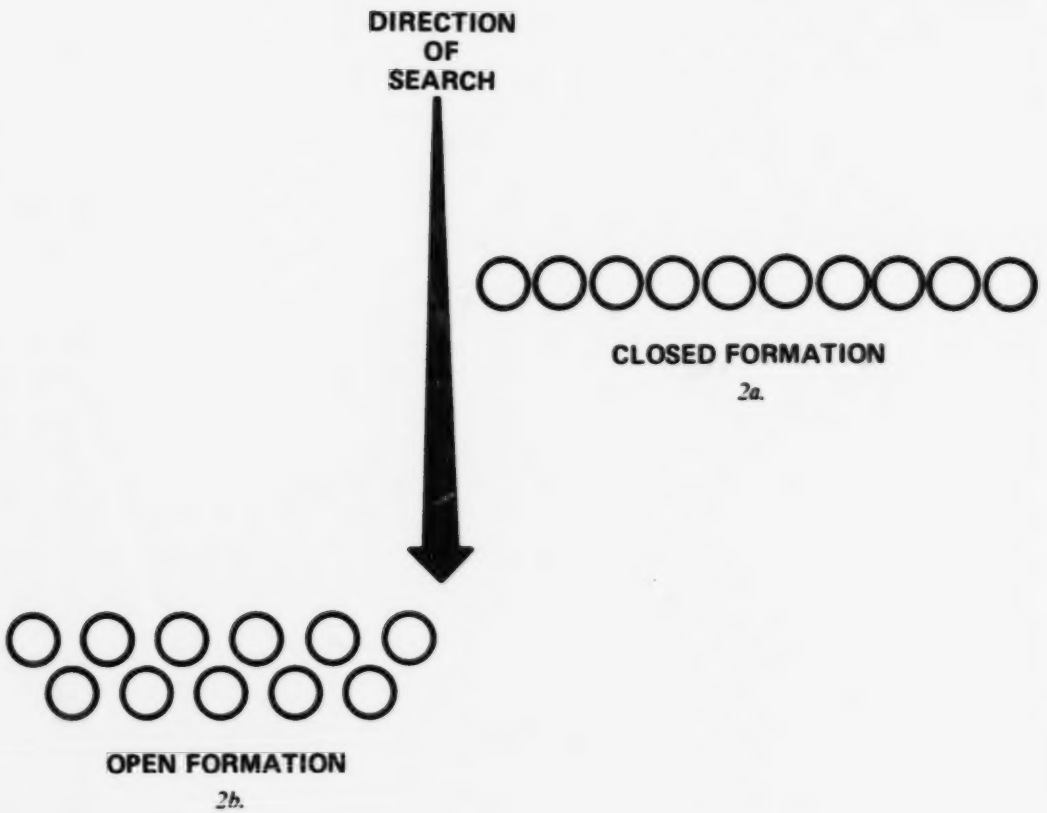


Figure 1104.2. Examples of open and closed formations.

3. Search areas to locate remains.

a. Search areas where troops would conceal themselves while in combat, such as foxholes, bunkers, or trenches.

b. Search all tactical vehicles, vessels, landing craft, and aircraft when they are present.

c. Search areas where wounded troops may hide, such as hedgerows, behind banks, mounds, trees, or fallen logs.

4. Search ground for signs of unmarked graves, such as freshly turned earth, sunken areas, or manmade mounds.

5. Prepare a DD Form 896 for each name on your list. (See figure 1104.3.)

a. Complete heading of the form from the list of dead and missing in the field search case, and record the following:

(1) Name of casualty (or missing segment of) or X number.
(2) Grade and SSN.
(3) Date killed or reported missing.
(4) Organization of deceased.

b. Obtain the following information from the collecting point responsible for the search:

(1) Field search number.
(2) Search and recovery number.
(3) Place of recovery.
(4) Map sheet and scale.
(5) Grid coordinate.
(6) Date of recovery.
(7) Date of original recovery if re-search.

c. Record description of the search and findings as follows:

(1) Method of search, such as interrogation and obtaining statements.

(2) Types of places searched, such as foxholes, bunkers, trenches, tactical vehicles, vessels, landing craft, aircraft, or any other areas indicating possible presence of remains.

(3) Results of search, such as findings through interrogation, search and date or dates of search.

d. Complete a statement verifying that a thorough search for remains has been completed as follows:

(1) Name of person preparing form, including grade, SSN, and organization.

BEST DOCUMENT AVAILABLE

FM 10-57F

FIELD SEARCH RECORD

Check One: [X] INITIAL SEARCH [ ] RE-SEARCH

Casualty (Or missing segment of)	Grade	Service Number
Gomez, José J.	PVT	250-19-1666

Organization	Date killed or missing
Co A, 7th Inf Bde, 27th Inf Div	23 May 81

Field Search Number	Search and Recovery No.	Place of Recovery	
477	1355/293	Near Sokkagae, Korea	
Map sheet and scale	**Grid coordinates**	**Date of Recovery**	**Date of original recovery if Re-search**
6827 II and 6826 I Korea 1;50,000	CT 53746768	23 Jul 81	NA

Pertinent information on original Recovery if Re-search

NA

Missing segments if applicable

NA

Detailed description of search and findings (include dates of search)

METHOD OF SEARCH:

1. Interrogation and obtaining statements from Koreans.
2. Physical search, excavating all foxholes and other areas indicating possible presence of remains.

FINDINGS:

1. Results of Interrogation: As the team worked through the case area of F. S. No. 477, interpreters were used to interrogate Korean civilians as to knowledge of any American remains being buried in vicinity. No leads were uncovered.
2. Results of Physical Search: The entire case area of F.S. No. 477, as outlined in blue, was uncovered by skirmish line formation. Search teams, composed of team leaders CPL Jones, and SGT Simon, six other American soldiers, and one Korean spent one week in systematically clearing all foxholes, trenches, and bunkers in area.

Remains were located in shallow grave about 1 mile north of the village of Sokkagae, Korea. Tentative identification was based on identification tags and personal effects found with the remains.

DATES OF SEARCH: 8, 12, 14, 15, 21, and 23 Jul 80.

I certify that a thorough search for the remains of this casualty (or missing segments) has been completed, and all data pertinent to search recorded above.

Name, Grade, Service Number and Organization		Verified (Name, Grade, and Organization).
Carl Jones, CPL, 263-45-6876 293d Fld SVC (GS) Co., COMMZ		Charles H. Dixon, 1LT, QM 293d Fld SVC (GS) Co, COMMZ
Signature Carl Jones	**Date** 30 Jul 81	**Signature** Charles H. Dixon

DD Form 896, 1 Jan 58

Figure 1104.3. Sample entries on DD Form 896 (Field Search Record).

(2) Date and signature of person preparing form.

e. Have DD Form 896 verified by someone that accompanied you on the search.

(1) List name, grade, and organization.

(2) Include date and signature.

REFERENCES: **FM 10-63, chapter 3.**

1

ASSIST IN RECOVERY OPERATIONS

CONDITIONS: You have located the remains and will begin recovery operations. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, human remains pouch, personal effects bag, paper on which to write information to be put in burial bottle, pencils, paper tags with string or wire fasteners, entrenching tool, wooden pegs, burial bottles, and 50 feet of rope.

STANDARD: You must complete all the performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Search area surrounding the remains for identifying effects.
   a. Locate any associated segments of the remains, and place them with the remains.
   b. Locate any associated effects around the remains, and place them in effects bag or bags along with effects found on remains.

2. Search a radius of 50 meters surrounding the remains for identifying effects and for segments of remains.
   a. Collect and place the segments and the effects with remains.
   b. Tag the disassociated segments and effects and enter "disassociated" on the tag.
   c. Record the same recovery number and evacuation number given to the remains on the tag.

NOTE: Place disassociated segments and disassociated effects in a separate human remains pouch and effects bag.

3. Mark the recovery site.
   a. Mark a wooden peg with the name or recovery number of the remains and the date of recovery.
   b. Write name and recovery number of the remains and the date of recovery on a piece of paper.
   c. Place paper in a burial bottle or similar waterproof container.
   d. Place burial bottle 1 foot beneath the surface of the ground.
   e. Cover burial bottle with dirt.
   f. Drive wooden peg in the ground above the burial bottle.

REFERENCES: FM 10-63, chapter 3.

PREPARE RECOVERY SITE SKETCH

CONDITIONS: Your NCOIC tells you to prepare the recovery site sketch. This task is performed in garrison or simulated combat under favorable environmental conditions. Duty uniform will be worn. Resources required: paper for the sketch, pencils, lensatic compass, protractor, simulated search area, and location of the remains.

STANDARD: You must complete all the performance measures in sequence without error within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Draw direction of magnetic north on the sketch. (See figure 1106.)

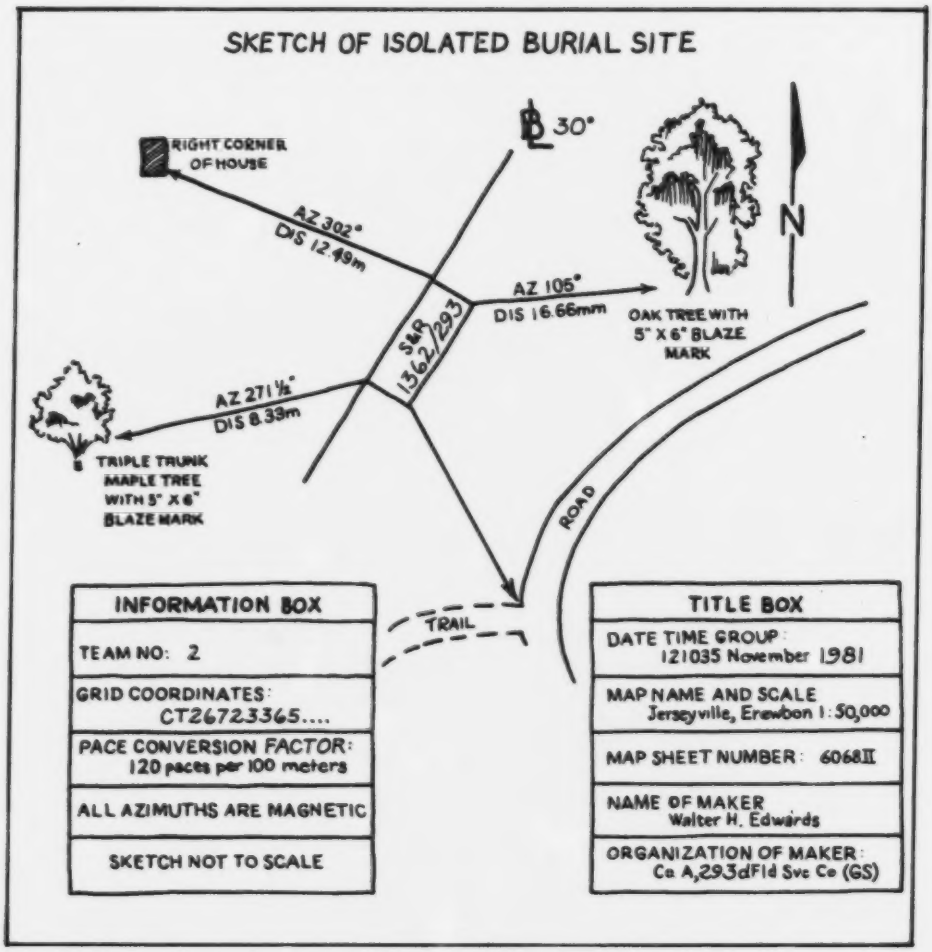


Figure 1106. Sample gravesite sketch showing location of remains recovered.

BEST DOCUMENT AVAILABLE

a. Orient sketch to the recovery site.

b. Lay sketch on a flat, level surface and place a lensatic compass on the edge of the sketch.

c. Rotate compass until the needle points north.

d. Record direction of north on the sketch using the magnetic north symbol (half an arrowhead).

2. Plot base line of grave site.

a. Stand at the remains left foot and record azimuth of base line.

b. Draw a box to indicate exact location of grave.

c. Record search and recovery number in box.

3. Plot azimuths to prominent terrain features.

a. Stand at the exact recovery site of remains.

b. Find a prominent terrain feature such as a tree, building, or large stone.

c. Hold a lensatic compass in the correct position for determining the azimuth and align the sighting slot above the lens and sighting wire with the terrain feature.

d. Read azimuth by glancing down at the dial and using the number at the index line as the degree reading.

e. Record azimuth and the terrain feature on scratch paper.

f. Repeat steps a through e until you have recorded three such azimuths.

NOTE: The azimuths should be taken from at least three of four corners of the grave.

4. Determine distances to prominent terrain features.

a. Determine your pace conversion factor.

(1) Measure out 100 meters and pace this distance twice.

(2) Determine the number of paces it took you to walk 200 meters; divide this number by two. Use this number as the pace conversion factor.

b. Pace from the recovery site to each prominent terrain feature used.

c. Use the scale to determine the distance to each terrain feature and record the distances on scratch paper.

5. Draw and identify terrain features on the sketch.

a. Draw a symbol to represent each prominent terrain feature used to establish the azimuth in its relative position to the site.

b. Identify and label each feature.

6. Record azimuths and the distance on the sketch.
   a. Draw straight lines from appropriate corners of the grave site to the terrain objects.
   b. Record azimuth for each terrain feature on the line drawn from the site to the terrain object.
   c. Record distance to each terrain feature on the line drawn from the site to the terrain object.

7. Draw title and information boxes on the sketch.
   a. Draw a title box on lower right side.
   b. Draw an information box on lower left side.

8. Fill in title and information boxes.
   a. Fill in title box.
      (1) Enter date and time of recovery (1st line).
      (2) Enter map name and scale of map used (2d line).
      (3) Enter sheet number of map used (3d line).
      (4) Enter name of the person preparing sketch (4th line).
      (5) Enter the organization of person who prepared sketch (5th line).
   b. Fill in information of box.
      (1) Enter search and recovery team number (1st line).
      (2) Enter grid coordinates of recovery site (2d line).
      (3) Enter pace conversion factor used to determine distance (3d line).
      (4) Enter type of azimuth used (magnetic or grid) (4th line).
      (5) Enter "Sketch Not to Scale" (5th line).

1

REFERENCES: FM 10-63, chapter 3.

BEST DOCUMENT AVAILABLE

■ 101-515-1107

PREPARE RECOVERY SITE OVERLAY

CONDITIONS: A completed recovery site sketch showing location of remains has been prepared. Your NCOIC tells you to prepare a recovery site overlay. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: onionskin paper, pencil, protractor, military map of the area, recovery site sketch showing exact location of recovery, paper clips or pins, and clipboard.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Trace grid register marks from the recovery site sketch using onionskin paper. (See figure 1107.)

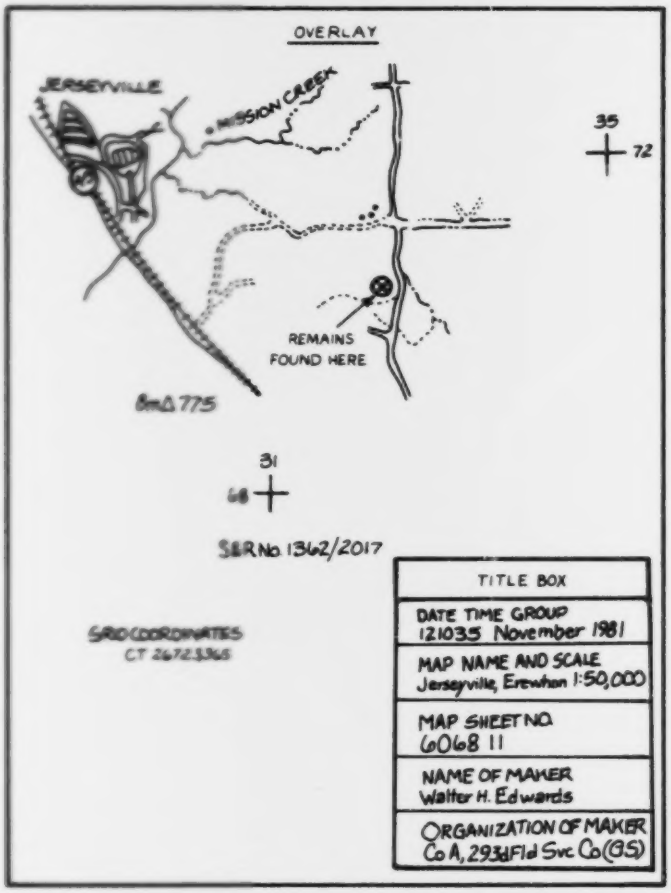


Figure 1107. Sample map overlay of recovery site.

a. Place onionskin paper over the area map showing site location.

b. Position paper so that the site is centered in the upper two thirds of the onionskin paper.

c. Attach onionskin paper to the area map to prevent the paper from shifting.

d. Trace intersecting north-south/east-west grid lines.

e. Label lines with grid line numbers.

f. Trace lower intersecting north-south/east-west grid lines in the lower left section of the overlay sketch.

g. Label lines with grid line numbers.

2. Mark recovery site location on the overlay sketch.

a. Place an X on the onionskin paper to represent the exact recovery site.

b. Enter grid coordinates of the recovery site.

c. Label site to show the remains were recovered there.

3. Trace terrain features on the overlay sketch.

NOTE: Write the names of terrain features as traced on the overlay sketch, such as roads, reference points, and streams.

4. Fill in title box in the lower right corner of the overlay sketch.

a. Enter date and time of recovery.

b. Enter map name and the scale of the map used.

c. Enter number of the map sheet used.

d. Enter name of the person preparing the overlay sketch.

e. Enter organization of the person preparing the overlay sketch.

5. Transfer the 8-digit grid coordinates from the recovery site sketch to the bottom left-hand corner of the overlay sketch.

REFERENCES: **FM 10-63, chapter 3.**

■ 101-515-1108

PREPARE DD FORM 567 (RECORD OF RECOVERY OF REMAINS)

CONDITIONS: Remains have been found. Your NCOIC has directed you to prepare DD Form 567. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: site sketch, site overlay, blank DD Form 567 for each remains, pencils, personal effects, military map, and simulated remains.

STANDARD: You must complete all the performance measures within 15 minutes without error.

PERFORMANCE MEASURES:

1. Obtain the recovery number from the team leader, and record it on the DD Form 567. (See figure 1108.)
2. Record evacuation number.
3. Record date of recovery.
4. Check nationality.
5. Record the following in PLACE OF RECOVERY block:
   a. Map sheet number.
   b. Grid coordinates from the current map and overlay.
   c. Name of the nearest village or town where remains were recovered.
   d. Terrain features from the map.
   e. Terrain features on the ground.
   f. Prominent terrain features to use as location reference points.
   g. Distance from the terrain features to recovery site.
   h. Type of grave remains were found in.
   i. Specific spot where remains were found.
6. Record the following in IDENTIFICATION MEDIA FOUND IN GRAVE AND SURROUNDING AREA block:
   a. Items which are identifying effects.
   b. Where identifying effects and equipment were found.
   c. Serial numbers on equipment.
7. Enter name and obtain signature of person recovering remains.

BEST DOCUMENT AVAILABLE

RECORD OF RECOVERY OF REMAINS (FM 10-63 and TM 10-286)		DATE 12 November 1981
REMAINS		**SPACE FOR USE OF UNIT MAKING FINAL DISPOSITION**
Recovery Number 1362/293d	Evacuation Number 8919/293	Unit designation
Date of recovery 12 November 1981		Identified as (Last Name-First Name-Middle Initial)
Estimated date of death 2 November 1981		Grade / Service Number
Nationality (Check one) U.S. X Allied Enemy Unknown		Means of Identification
Place of Recovery (Indicate Map Sheet Number; Grid Coordinates; name of nearest village or town; name, description or number of roads, mountains or other landmarks; type of grave (shallow - deep - surface); type of position (infantry, field artillery, etc.). If recovered from a vehicle, tank or plane, give position therein. Remains recovered from an unmarked shallow grave in a former infantry position near Jerseyville, Erewhon, Map Sheet 6628, Grid Coords: CT 26723365, nearest mountain: No. 234, nearest MSR: No. 45.		
Identification media found in grave and surrounding area (Include serial numbers found on vehicles, tanks, aircraft and weapons) Two improvised paper tags with inscription REED, Arthur D. 143 20 9860, B+, Catholic, 1 chain w/lock and 2 keys, found with remains. Remains clothed in 1 fld jacket; 1 white cotton T-shirt; white cotton shorts; 1 pr cam trousers; 1 web belt w/buckle; 1 pr combat boots size 9 1/2D; 1 pr wool socks; 1 M-16 cartridge belt, and first aid pouch. All area within a radius of 50 meters was thoroughly searched for additional missing portions and identifying media, with negative results.		
RECOVERED WITH REMAINS (Use Reverse Side for Additional Space)		**SPACE FOR USE OF UNIT MAKING FINAL DISPOSITION**
		Unit designation
Recovery Number	Evacuation Number	Identified as (Name, grade, service number)
Recovered by (Name, grade, service number and organization) JOE E. JACKSON, CPL 452 04 1651, Co A, 293d Fld Svc Co (GS)		Signature Joe E Jackson
Received at Collecting Point by (Name, grade, service number and organization) HARVEY T. RICE SSG Co A, 293d Fld Svc Co (GS)		Signature Harvey T Rice
Officer-In-Charge (Name, grade and branch of service and organization) HERMAN E. COLLINS 1LT,QMS CoA, 293d Fld Svc Co (GS)		Signature Herman E Collins

DD Form 567, 1 Feb 56

Figure 1108. Sample entries on DD Form 567 (Record of Recovery of Remains).

REFERENCES: **FM 10-63, chapter 3.**

■ 101-515-1109

PREPARE REMAINS, ASSOCIATED EFFECTS, AND RECORDS FOR EVACUATION FROM A RECOVERY SITE

CONDITIONS: Initial records on remains have been completed and your NCOIC tells you to prepare remains, associated effects, and records for evacuation from the recovery site. This task is performed during daylight hours in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, human remains pouch or shrouding material, litters, completed recovery site sketch and recovery site overlay, personal effects bag and seal with personal effects, completed DD Form 567 (Record of Recovery of Remains) and DD Form 1380 (US Field Medical Card), paper tags with string or wire fasteners, accordion-type folder or briefcase.

STANDARD: You must complete all the performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Shroud remains.

NOTE: Place remains in human remains pouch, if available. If not available, select other material such as a blanket, sheet, mattress cover, or shelter half.

a. Place litter next to remains.
b. Place pouch or shrouding material on litter.
c. Ask team members to help you, and place remains in the pouch or in the center of shrouding material.

2. Insure that remains and effects are evacuated together.
a. Attach ID tags securely to remains.
b. Insure that DD Form 1380 is securely fastened to remains or to handle of pouch.
c. Place personal effects in personal effects bag.
d. Tag personal effects bag with name of decedent or unknown X number.
e. Secure personal effects bag to remains or to pouch.
f. Close pouch or fold the material over.

NOTE: In cases where remains are decomposed, attach personal effects bag to handle of pouch or place it outside of pouch to prevent exposure to body fluids. Be sure effects bag is secured tightly so that fluids cannot seep into bag.

g. Place remaining associated effects on litter outside pouch or material.

3. Place recovery records and reports in a container such as an accordion-type folder or briefcase.

a. Include DD Form 567, recovery site sketch, recovery site overlay, and other related recovery papers and notes.

b. When combat conditions keep you from completing DD Form 567, make brief notes of important facts on recovery so that you can use them to complete the form later.

4. Make a final inspection of the recovery site.

a. Search the gravesite (recovery site) for additional missing portions of the remains and identifying effects.

b. Tag the position and location of any portions of remains or identifying effects found, and place them with the remains.

REFERENCES: FM 10-63, chapter 3.

■ 101-515-1110

EVACUATE REMAINS, ASSOCIATED EFFECTS, AND RECORDS TO COLLECTING POINT

CONDITIONS: A group of remains have been recovered in your search area, and your NCOIC has told you to evacuate remains, associated effects, and records to the collecting point. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, pouches or shrouding material, litters, personal effects bags, recovery records, and vehicle.

STANDARD: You must complete all performance measures in sequence without error within the time specified by your commander.

PERFORMANCE MEASURES:

1. Move litters with remains, associated effects, and personal effects bags from the recovery site to the vehicle with the help of another soldier.
   a. Secure remains and effects to prevent loss, damage, or shifting.
   b. Handle remains in a respectful manner.
   c. Carry remains feet first.
2. Conceal remains and effects from public view.
3. Insure remains stay covered.
4. Transport remains to collecting point.
   a. Guard remains and effects.
   b. Have guard sit next to tailgate.
5. Tell driver to drive with care to destination, avoiding chuck holes, obstacles, and speeding.
6. Unload remains, associated effects, and personal effects bags in area designated by collecting point personnel.
7. Cooperate with collecting point personnel in answering questions they have about the search and recovery of remains.
8. Sign DD Form 567, as required by collecting point personnel.

REFERENCES: FM 10-63, chapter 3.

SECTION II

IDENTIFICATION AND EFFECTS SPECIALIST (57F1)

TASK NUMBER	TITLE	PAGE
	COLLECTING POINT OPERATIONS	
101-515-1151	Assist in preparing for collecting point operations	2-26
101-515-1152	Receive remains, effects, and records	2-28
101-515-1153	Register remains on DD Form 1077 (Register of Remains)	2-30
101-515-1154	Process remains for tentative identification	2-33
101-515-1155	Inventory personal effects	2-35
101-515-1156	Prepare remains, associated effects, and records for evacuation from a collecting point	2-39
101-515-1157	Prepare DD Form 1075 (Convoy List of Remains)	2-40
101-515-1158	Transport remains and effects to designated location	2-43
	MORTUARY/CENTRAL IDENTIFICATION LABORATORY OPERATIONS	
101-515-1201	Receive remains	2-45
101-515-1202	Examine all effects for identification value	2-47
101-515-1203	Record identification information on DD Form 890 (Record of Identification Process (Effects and Physical Data))	2-49
101-515-1204	Record fingerprints on DD Form 894 (Record of Identification Processing-Fingerprint Chart)	2-52
101-515-1205	Record dental information on DD Form 891 (Record of Identification Processing-Dental Chart)	2-55
101-515-1206	Record anatomical conditions on DD Form 893 (Record of Identification Processing-Anatomical Chart)	2-59
101-515-1207	Lay out skeletal remains	2-62
101-515-1208	Record skeletal condition on DD Form 892 (Record of Identification Processing-Skeletal Chart)	2-64
101-515-1209	Conduct inventory of personal effects	2-66
101-515-1210	Assist in preservation of remains	2-67
101-515-1211	Prepare remains for shipment	2-69

■ 101-515-1151

ASSIST IN PREPARING FOR COLLECTING POINT OPERATIONS

CONDITIONS: Your NCOIC has placed you in charge of a detail and has given you three sites from which to select the location for a collecting point. He has directed you to prepare the area for the collecting point. This task is performed under all environmental conditions. Duty uniform will be worn. Resources required: one general-purpose medium tent with poles, pins, and ropes; one wooden mallet; TOE collecting point equipment; and screening materials.

STANDARD: You must complete all performance measures without error within the following times:

Performance measure 1 in 30 minutes.

Performance measure 2 in 45 minutes.

Performance measure 3 in 15 minutes.

Performance measure 4 in 30 minutes.

1

PERFORMANCE MEASURES:

1. Help to select the site.

NOTE: Check site location of medical personnel so that you can select a suitable site close by for the collecting point.

a. Be sure site is near troops being served but not close enough to hostile forces to endanger collecting point personnel.
b. Be sure site is large enough to accommodate collecting point needs.
c. Be sure site has natural cover or is small enough to be concealed with screening materials.
d. Make sure site is near major road networks.

2. Assist in pitching tents.
a. Lay out tent.
b. Lay out poles and pins.
c. Anchor poles and pins.
d. Raise tent with poles.
e. Secure and straighten tent.

3. Assist in setting up security areas for remains and effects.
a. Establish an area that will provide security for remains and will screen remains from public view.
b. Establish an area that will provide security for personal effects.

4. Place screening material around the processing area.

a. Use natural vegetation and natural surroundings to screen collecting point, if possible.

b. Use manmade material such as scrap canvas, target cloth, latrine screen, lumber, metal stakes, and wire to construct temporary screen around collecting point.

c. Place screening in such a way that only authorized personnel can see the operations of the collecting point.

REFERENCES: FM 10-63, chapter 3.

1

■ 101-515-1152

RECEIVE REMAINS, EFFECTS, AND RECORDS

CONDITIONS: Remains are beginning to arrive at the collecting point, and your NCOIC tells you to begin receiving remains, effects, and records. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: string or wire fasteners, litters, surgical gloves, personal effects, bags with effects, simulated remains, prepared DD Form 565 (Statement of Recognition), prepared DD Form 567 (Record of Recovery of Remains), and DD Form 1076 (Record of Personal Effects-Military Operations).

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Question personnel delivering remains.
   a. Ask questions about the recovery operation and burials.

NOTE: In particular, ask about the type of recovery, whether it was an aircrash, a hasty burial, or an isolated burial.

1

   b. Ask questions about methods used to determine identification.

NOTE: If remains were unidentifiable at recovery site, ask what records, such as medical or dental, the unit can furnish. Determine when medical records can be forwarded.

   c. Ask personnel to identify exact location where recovery was made.
   d. Record any additional information the recovery team can give you that will be of value in the case.

2. Examine DD Forms 565 and 567 (see figure 1108) for completeness and accuracy.
   a. Compare information on these reports with information furnished by the search team.
   b. Check forms for completeness to make sure all needed information has been entered.
   c. Record any additional information and correct any errors found as a result of questioning the search personnel.
   d. Provide DD Form 565 in cases where the remains were recognized but the form was not filled out (see figure 1154).

3. Examine remains for accompanying effects.

NOTE: Wear surgical gloves.

a. Search the remains for any effects which might have been overlooked at the recovery site.

b. Place any additional effects found on the remains in the personal effects bag with effects found on the remains at the recovery site.

c. Fasten personal effects bag securely to remains or attach bag to handle of human remains pouch.

4. Check that the following are on DD Form 567.

a. Name, grade, SSN, organization, and signature of person who recovered remains.

b. Your name, grade, SSN, organization, and signature as the person who received the remains.

c. Name, grade, branch of service, and signature of officer in charge of collecting point.

REFERENCES: **FM 10-63, chapter 3.**

1

■ 101-515-1153

REGISTER REMAINS ON DD FORM 1077 (REGISTER OF REMAINS)

CONDITIONS: Remains, effects, and records have been checked into the collecting point, and your NCOIC tells you to register the remains on DD Form 1077. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 1077, simulated remains, completed DD Form 1076 (Record of Personal Effects-Military Operations), completed DD Form 567 (Record of Recovery of Remains), completed DD Form 565 (Statement of Recognition) if available, and folder of recovery reports and records.

STANDARD: You must complete all performance measures in sequence within 15 minutes without error.

PERFORMANCE MEASURES:

1

1. Record collecting point information on DD Form 1077 (see figure 1153) using data from DD Form 567 (see figure 1108).

a. Prepare DD Form 1077 in two or more copies, as required by command, for each day remains are received at the collecting point.

b. Enter report number at top of form in REPORT NO. block.

NOTE: Make numbers run consecutively for each day remains are received.

c. Enter number of the collecting point in the COLLECTING POINT block.

NOTE: Number is assigned by higher headquarters when collecting point is established.

d. Enter grid coordinates of collecting point in the LOCATION block.

e. Enter organization designation of the collecting point in the ORGANIZATION block.

f. Enter page number and the number of pages used.

g. Enter date the DD Form 1077 is prepared (day, month, and year the remains are received) in DATE block.

2. Record information about remains on DD Form 1077, using data from DD Form 567 and DD Form 1076.

a. Enter evacuation number of remains in the EVACUATION NUMBER block.

REGISTER OF REMAINS	Report No. 23	Collecting Point 1			Location CT 55276535		Organization 293d FLD SVC CO(GS)			Page 1 of 1 Pages Date 23 Jul 81	
Evacuation Number	Collecting Point X-Number or Name, Grade & Svc No.	Organization	Search and Recovery Number	Location of Recovery Grid Coord	Manner of Identification	Name of Person and Unit Recovering Body	Pers Effects Seal No.	Date Recovered	Previous Evacuation No. (if any)	Unit Received From	Remains Evacuated To
6310/ 293/23	Roy D. Reed, PFC 214-32-0986	Co D 27th Inf	1352/ 293	CT 53786762	ID tags Pers Effs	Joel Ellis, PFC 293d FLD SVC Co	6301	23 Jul 81	NA	293d FLD SVC Co	US Armed Forces Cem Ewrehon Ger
6311/ 293/23	Alvin H. Zale, PFC 316-49-9734	Co F 24th Inf	1353/ 293	CT 52669721	ID Tags	Carl Jones, CPL 293d FLD SVC Co	6302	23 Jul 81	NA	293d FLD SVC Co	US Armed Forced Cem Ewrehon Ger
6312/ 293/23	John J. Bain, PVT 316-76-0211	Co b 27th Inf	1354/ 293	CT 53769680	ID Tags	John Simon, SGT 293d FLD SVC Co	6303	23 Jul 81	NA	293d FLD SVC Co	US Armed Forces Cem Ewrehon Ger
6313/ 293/23	X-63	NA	1355/ 293	CT 51702751	NA	Fred Glass, PFC 293d FLD SVC Co	6304	23 Jul 81	NA	293d FLD SVC Co	US Armed Forces Cem Ewrehon Ger

Unit operating this collection point

Numbers are assigned sequentially to search and recovery missions.

Collecting point X numbers are assigned in consecutive order starting with No. 1 for the first unidentified remains received at the collection point.

DD FORM 1077, 1 JAN 58 *Replaces DA Form 1313-R, Feb 56, which is obsolete.*

Figure 1153. **Sample entries on DD Form 1077 (Register of Remains).**

FM 10 571

48

BEST DOCUMENT AVAILABLE

b. Enter collecting point X number or name, grade, and SSN in COLLECTING POINT X NUMBER OR NAME, GRADE, AND SVC NO. block.

c. Enter organization of the deceased, if known, in ORGANIZATION block.

3. Record recovery information on DD Form 1077, using data from DD Form 567, DD Form 565, and DD Form 1076.

a. Enter search and recovery number in SEARCH AND RECOVERY NUMBER block.

b. Enter grid coordinates where each remains was located in LOCATION OF RECOVERY GRID COORD block.

c. Record means used to identify each remains, such as ID tags or DD Form 565, in MANNER OF IDENTIFICATION block.

d. Record the name of person who recovered remains and name of his unit in NAME OF PERSON AND UNIT RECOVERING BODY block.

e. Obtain seal number from personal effects bag or DD Form 1076.

1

f. Record assigned seal number for each remains in PERSONAL EFFECTS SEAL NO. block.

g. Enter date each remains was recovered in DATE RECOVERED block.

h. Record any previous evacuation number in PREVIOUS EVACUATION NUMBER (IF ANY) block.

i. Record the unit from which remains were received in UNIT RECEIVED FROM block.

4. Distribute the two copies of completed DD Form 1077.

a. Forward one copy to higher headquarters within 5 days.

b. Place the second copy in collecting point files.

5. Place DD Forms 567 and 1076 back in folder of reports and records.

REFERENCES: FM 10-63, chapter 3.

■ 101-515-1154

PROCESS REMAINS FOR TENTATIVE IDENTIFICATION

CONDITIONS: Your NCOIC tells you to process remains for tentative identification. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, personal effects received with remains, completed DD Form 567 (Record of Recovery of Remains), completed DD Form 1380 (US Field Medical Card), and blank DD Form 565 (Statement of Recognition).

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Examine accompanying effects for identifying information.
   a. Record clothing sizes and markings as possible identification effects.
   b. Check DD Form 1380 for name, rank, and signature of authorized medical personnel.
   c. Check for other items which might offer identification such as identification card, a driver's license, SSN card, letters, and identification bracelet or other engraved jewelry.

2. Review recovery records and reports for completeness and accuracy.
   a. Examine statement made on DD Form 565, if available, describing how the remains were identified.
   b. Compare information on DD Form 567 and reports with the remains and add or delete information when necessary.

3. Identify remains based on personal recognition.
   a. Ask for a person who knew the deceased well and who was from his unit to come to the collecting point to review the remains.
   b. Obtain a statement from this person that he knew the deceased and can positively identify the remains.
   c. Prepare DD Form 565 in four copies (see figure 1154).
      (1) Record and describe the means of identification used, such as a scar, tattoos, or particular anatomical features.
      (2) Obtain name, grade, SSN, organization, and signature of person making statement of recognition.
      (3) Obtain name, grade, organization, and signature of officer verifying statement.

BEST DOCUMENT AVAILABLE

STATEMENT OF RECOGNITION			Date: 2 April 1981
The remains which I have ☒ personally viewed ☐ seen photographs of are those of			
Name (Last, First, MI): Thomason, Samuel	Grade: PVT	Service No.: 454-74-0256	Organization: 37th INF BN 9th INF DIV
Recognition is based upon personal acquaintance covering a period of 8 (Months).			

I recognize the remains because of the following (Facial features, scars, birthmarks, or other unusual features):

Tattoo of a ship on left forearm.
2-inch scar on right cheek.
Large wart on thumb of right hand.

Typed Name of Person Making Statement: Ralph Pearson		Verified by (Typed Name of OIC): Nancy S. Whitely
Grade: SSG	Service No.: 687-00-5677	Grade: CPT QMC
Organization: 37th INF BN 9th INF DIV		Organization: 293d FLD SVC Co. (GS)
Signature: Ralph Pearson		Signature: Nancy S. Whitely

DD Form 565
FEB 56

Figure 1154. Sample entries on DD Form 565 (Statement of Recognition).

REFERENCES: FM 10-63, chapter 3.

BEST DOCUMENT AVAILABLE

■ 101-515-1155

INVENTORY PERSONAL EFFECTS

CONDITIONS: You are an identification and effects specialist working at a collecting point. Your NCOIC has given you personal effects bags of items to be inventoried and listed on DD Form 1076 (Record of Personal Effects-Military Operations). This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: blank DD Form 1076, pencil, metal railcar seal, personal effects bags, and personal effects.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Prepare four copies of DD Form 1076 for each remains (see figure 1155).
   a. Enter page number in PAGE NO. block.
   b. Enter name of the deceased person, the believed-to-be name, or the unknown X number in block 1.
   c. Enter grade of the deceased in block 2.
   d. Enter SSN of the deceased in block 3, if known.
   e. Enter organization of the deceased in block 4, if known.
   f. Enter status of the owner of the personal effects, such as killed in action (KIA), in block 5, if known.
   g. Enter date the owner's status began in block 6, if known.
   h. Enter grid coordinates and place where the personal effects were recovered, such as on the remains, in block 7.
   i. Enter date the personal effects were recovered in block 8.

2. Inventory all recovered personal effects belonging to the deceased, and list the items on DD Form 1076.
   a. Enter quantity of each item inventoried in block 9, QUANTITY column.
   b. Enter a complete description of each item inventoried in block 9.

NOTE: If no personal effects were found, state this on the form. If no effects were delivered, state the reason they were not delivered.

3. List amount and description of money found on the deceased in block 11 on DD Form 1076.
   a. Enter total amount of currency in AMOUNT column.
   b. List description of funds, including serial numbers, for example:

BEST DOCUMENT AVAILABLE

RECORD OF PERSONAL EFFECTS - MILITARY OPERATIONS (See instructions on reverse side)		PAGE NO. 1	NO. of PAGES 1
1. NAME (Last, First, Middle initial) MELLOW, Walter T.	2. GRADE E5	3. SERVICE NUMBER 081 32 8145	
4. ORGANIZATION AND STATION OR APO Co B, 1st Bn, 9th Inf, 21st Div	5. STATUS KIA	6. DATE OF STATUS 16 Jun 81	

EFFECTS DATA

7. PLACE OF RECOVERY	8. DATE OF RECOVERY
Found on Remains CC 45083291	17 Jun 81

9. INVENTORY OF EFFECTS		10. VERIFICATION OF INVENTORY			
		BY COMMAND EFFECTS DEPOT a.		BY CONUS EFFECTS OFFICE b.	
QTY	DESCRIPTION	REC'D	DISPOSITION	REC'D	DISPOSITION
1 EA	Bracelet, identification, inscribed Walter T. Mellow, 081 32 8145				
1 EA	Bible, pocket-size, Catholic				
1 EA	Pencil, mechanical, Esterbrook				
1 EA	Wedding Band, yellow gold in color, with initials W.T.M. inscribed				
1 EA	Wallet, leather, brown				
1 EA	US money order stub, SN 311165 for $25.00				

1

11. TOTAL FUNDS			
FUNDS TRANSMITTED WITH EFFECTS a.		FUNDS EXCHANGED, CONVERTED, DEPOSITED, ETC. (To be completed by Summary Court-Martial or other responsible person.)	
AMOUNT	DESCRIPTION	REC'D	DISPOSITION
$3.35	3- US currency dollar notes SN E37482797, E37482699, E3748279 1- 25 cents 1- 10 cents		

(Attach supplemental sheet for additional items and/or discrepancies)

12. SEAL NO.	13. EFFECTS SHIPPED TO	14. DATE AND METHOD OF SHIPMENT
53	US Armed Forces Cemetery Ewrehon, Germany	17 Jun 81 military vehicle

15. THE ABOVE INVENTORY OF EFFECTS OF PERSON NAMED IN ITEM 1 COMPRISES (Check one)
☐ ALL KNOWN EFFECTS ☐ ALL KNOWN EFFECTS EXCEPT THOSE REMOVED FROM REMAINS
☑ ALL KNOWN EFFECTS REMOVED FROM REMAINS

16. DATE	TYPED, NAME, GRADE, AND ORGANIZATION	SIGNATURE
17 Jun 81	GORDON, David H., E6, 293d Fld Svc Co (GS)	David H. Gordon SFC

DD FORM 1076, 1 MAR 73 Replaces edition of 1 May 61, which is obsolete.

Figure 1155. Sample entries on front of DD Form 1076 (Record of Personal Effects-Military Operations).

BEST DOCUMENT AVAILABLE

INSTRUCTIONS

1. This form will be prepared in at least four copies and as many additional copies as are required. The original and one copy will be forwarded with the personal effects. One copy will be mailed immediately to the appropriate Effects Office in CONUS, and the remaining copy will be retained by the preparing unit. In the case of Navy or Marine Corps personnel, a copy of this form will be forwarded to either the Chief of Naval Personnel (Pers-G23), or the Commandant U. S. Marine Corps (DN), as appropriate.

2. For effects recovered from remains. A separate record (in quintuplicate) will be prepared for personal effects removed from remains. First four copies will be distributed as in paragraph 1 above, the extra copy will be forwarded to the Central Graves Registration Office.

ITEMS 1 - 4	Complete in full.
ITEMS 5 & 6	The status of owner and date of such status will be shown in all cases (killed, missing, POW, etc).
ITEMS 7 & 8	The source of personal effects (i.e., found on remains, recovered from unit or warehouse storage) and date of recovery will be indicated in all cases. When personal effects are recovered from the remains, record the cemetery, plot, row and grave or evacuation number.
ITEM 9	Describe all articles completely (including serial numbers where applicable) especially items of high intrinsic value.
ITEM 10	The command effects depot and the appropriate Effects Office in CONUS will indicate opposite the effects listed in Item 9 the result of verification of the effects received by placing a check mark ( ) next to items received. Discrepancies will be noted. When effects are prepared for shipment to the appropriate Effects Office in CONUS, the appropriate shipment number, date and mode of shipment will be entered in "Disposition" column and actions dated and signed by processing officer.
ITEM 11	Furnish amounts and description of funds, and serial number, date, office of issue, and payee for negotiable instruments such as money orders, checks, and bonds.
ITEMS 12-14	Specify seal number, and disposition of Effects (Unit, Organization or applicable location to which the effects are being shipped and date and method of shipment).
ITEMS 15 & 16	The person first inventorying the effects will complete items 15 and 16.

CHANNELS OF EVACUATION - TRANSFER POINTS (To be completed on the duplicate copy and forwarded with effects)	
EFFECTS SHIPPED TO (List unit designation)	EFFECTS RECEIVED BY (Signature)
US Armed Forces Cemetery	Adam Strong SFC
Ewrehon, Germany	

1

Figure 1155. (Continued) Sample of entries on back of DD Form 1076 (Record of Personal Effects-Military Operations).

(1) 3-US currency dollar notes, SN E37482797, E37482699, E37482879.

(2) 1-25 cents, 1-10 cents.

4. Enter seal number in block 12.

5. Enter place where effects are being shipped in block 13.

6. Enter date of shipment and method of shipment used in block 14.

7. Check appropriate statement in block 15.

8. Enter date DD Form 1076 is completed in block 16 and type name, grade, and organization in block provided.

9. Enter number of pages in the inventory in NO. OF PAGES block.

10. Sign form in SIGNATURE block when inventory is completed.

11. Prepare continuation sheets on plain bond paper with onionskin copies, if needed.

12. Place original copies of DD Form 1076 and personal effects in the personal effects bag.

13. Place metal railcar seal on effects bag.

14. Tag personal effects bag with unknown X number or name of deceased.

15. Attach personal effects bag securely to the deceased to prevent separation during transit.

REFERENCES: FM 10-63, chapter 3.

■ 101-515-1156

PREPARE REMAINS, ASSOCIATED EFFECTS, AND RECORDS FOR EVACUATION FROM A COLLECTING POINT

CONDITIONS: Directions have been received that remains and effects are to be evacuated, and your NCOIC tells you to prepare to evacuate remains. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, accordion-type folder or briefcase, human remains pouches, and personal effects bag with personal effects associated with remains. Prepared reports and records which will accompany remains are: DD Form 1380 (US Field Medical Card), DD Form 567 (Record of Recovery of Remains), DD Form 1076 (Record of Personal Effects-Military Operations), recovery site sketch showing exact location of remains, and DD Form 1075 (Convoy List of Remains).

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1

1. Gather recovery records and reports.
   a. Place all available records and reports together in an accordion-type folder or briefcase for safekeeping during transport.
   b. Attach DD Form 1380 to remains and place remains in human remains pouch.
   c. Attach a 3- by 5-inch white tag with evacuation number and name or X number to the handle of the pouch.
2. Make sure personal effects bag is with the remains.
   a. Inspect the personal effects bag to insure it is still securely fastened to the remains.
   b. Inspect the seal on the personal effects bag.

NOTE: If the personal effects bag has been tampered with, tell the NCOIC or OIC immediately.

   c. Give the escort the folder with the processed records and reports.

3. Place remains in vehicle where remains will be covered at all times during transport.

REFERENCES: AR 638-1, chapter 3.
FM 10-63, chapter 3.

■ 101-515-1157

PREPARE DD Form 1075 (CONVOY LIST OF REMAINS)

CONDITIONS: Directions are received that remains are to be evacuated from your collecting point, and your NCOIC tells you to prepare DD Form 1075. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, vehicle to transport remains, records and reports received with remains, personal effects, and DD Form 1075.

STANDARD: You must complete all performance measures in sequence within 15 minutes without error.

PERFORMANCE MEASURES:

1. Prepare three copies of DD Form 1075 (see figure 1157).
   a. Enter page number in the PAGE NO. block.
   b. Enter number of pages that make up the listing of remains in the NO. OF PAGES block.
   c. Enter unit and location where remains are to be delivered in the TO block.
   d. Enter unit operating collecting point in the FROM block.
   e. Enter date shipment is being sent in the DATE OF SHIPMENT block.
   f. Enter number of vehicles used in NUMBER OF TRUCKS blocks.

2. List all information on remains being evacuated from the collecting point in SECTION I.
   a. List vehicle number in TRUCK NO. column. Show bumper number, registration number, tail number of aircraft, or other identifying marks.
   b. List full evacuation number issued by the unit for each remains being evacuated in the EVACUATION NO. block.
   c. In the next column, list name (first, middle initial, and last), grade, and SSN or collecting point X number for each remains being evacuated.
   d. List organization that is shipping the remains in the ORGANIZATION SHIPPING REMAINS column.
   e. Obtain seal number from the wire tag that is used to secure the personal effects bag, and enter the seal number in the PERSONAL EFFECTS SEAL NO. column.

3. Enter date and time the convoy left the collecting point in the DATE CONVOY LEFT block.

4. Fill in the name and grade of the person responsible for transporting the remains in the NAME AND GRADE OF OIC OF CONVOY block.

Blank

Page

BEST DOCUMENT AVAILABLE

CONVOY LIST OF REMAINS

PAGE NO: 1 NO. OF PAGES: 1

TO: *US Armed Forces Cemetary, Ewrehon, Germany

FROM: 293d FLD SVC Co. (GS)

DATE OF SHIPMENT: 24 Jul 81

NUMBER OF TRUCKS: 1

SECTION I					SECTION II (For Cemetary Disinterment Only)			
TRUCK NO.	EVACUATION NO.	NAME, GRADE & SERVICE NUMBER OR COLLECTING POINT X NUMBER	ORGANIZATION SHIPPING REMAINS	PERSONAL EFFECTS SEAL NO.	CEMETERY	PLOT	ROW	GRAVE
USA # 538-772	6310/293/23	Roy D. Reed PFC, 214-32-0986	Co D 27th Inf	6301				
	6311/293/23	Alvin H. Zale PFC, 316-49-9734	Co F 24th Inf	6302				
	6312/293/23	John J. Bain PVT, 316-76-0211	Co B 27th Inf	6303				

DATE CONVOY LEFT: 24 Jul 81

TIME: 0900

NAME & GRADE OF OIC OF CONVOY: ALFRED D. WOODARD, 1LT, QMC

SIGNATURE: Alfred D. Woodard

DATE CONVOY ARRIVED: 24 Jul 81

TIME: 1030

The remains listed above have been received.

NAME & GRADE OF OIC AT RECEIVING POINT: JOHN O. SMITH, CPT, QMC

SIGNATURE: John O. Smith

DD Form 1075, 5 Jan 62 *Replaces DA Form 1310-R, 1 Jan 58, which is obsolete.*

Figure 1157. Sample entries on DD Form 1075 (Convoy List of Remains).

5. Be sure person responsible for transporting the remains signs his name in the SIGNATURE block.

REFERENCES: FM 10-63, chapter 3.

1

■ 101-515-1158

TRANSPORT REMAINS AND EFFECTS TO DESIGNATED LOCATION

CONDITIONS: Your NCOIC tells you to transport remains and effects to another collecting point. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: completed DD Form 1075 (Convoy List of Remains), designated vehicle, litters, simulated remains, and all available records and reports for the remains.

STANDARD: You must complete all performance measures in sequence without error within the time specified by the commander.

PERFORMANCE MEASURES:

1. Prepare vehicle for transport of remains.
   a. Check vehicle number to insure that it is the same number as recorded on DD Form 1075 (see figure 1157).
   b. Check vehicle cargo area for cleanliness. Clean it, if necessary.
   c. Insure that vehicle is covered. If necessary, adjust tarpaulin to cover vehicle cargo area.

2. Load remains, litters, and effects on vehicle.
   a. Move and handle remains in a respectful manner.
   b. Carry and load remains feet first.
   c. Keep remains covered at all times.

NOTE: If human remains pouches are not available, cover the remains with ponchos, blankets, shelter halves, or any other suitable covering.

   d. Secure remains and effects to prevent loss, damage, or shifting.

3. Select escorts or guards.

4. Instruct escorts or guards to sit next to tailgate and to conceal the remains and effects from public view.

5. Enter date and departure time on DD Form 1075 (see figure 1157).

6. Drive carefully to destination, avoiding chuckholes, obstacles, and speeding.

1

7. Deliver remains at destination.
   a. Enter date and arrival time on DD Form 1075.
   b. Unload remains, effects, and all records and reports.
   c. Give all the unloaded items to the receiving clerk.
   d. Have OIC or his designated representative sign for the remains on DD Form 1075.

REFERENCES: FM 10-63, chapter 3.

1

■ 101-515-1201

RECEIVE REMAINS

CONDITIONS: You are an identification and effects specialist working in the receiving section of a mortuary/central identification laboratory or a temporary cemetery. Remains are being delivered to the mortuary, and the NCOIC has assigned you the duty of receiving clerk. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: paper tags with string or wire fasteners, completed forms: DD Form 1380 (US Field Medical Card), DD Form 1076 (Record of Personal Effects-Military Operations), DD Form 1075 (Convoy List of Remains), mortuary receiving log, and grease pencil.

STANDARD: You must complete performance measures within 30 minutes without error.

PERFORMANCE MEASURES:

1. Verify receipt of remains.
   a. Direct receiving personnel to unload remains one at a time.
   b. Compare names of remains listed on DD Form 1075 with names of remains being unloaded.
   c. Make checkmark on DD Form 1075 by the name of each remains received.
   d. Make a note on DD Form 1075 for those remains listed but not received. (See figure 1157.)
   e. Notify unit that shipped the remains when discrepancies occur.

2. Verify receipt of personal effects.
   a. Open personal effects bag.
   b. Remove original copy of DD Form 1076. (See figure 1155.)
   c. Inventory effects by checking them against the listing on DD Form 1076.
   d. Sign DD Form 1076 on the back to acknowledge the receipt of personal effects.
   e. Make a note on DD Form 1076 of any items that are missing.
   f. Sign only for those items that were received.
   g. Tell escort which items listed on DD Form 1076 are missing.
   h. Notify shipping unit when items are missing.

3. Register remains on the mortuary receiving log, which is kept at the mortuary for recording data on remains received.

1

a. Assign processing numbers to remains, starting with No. 1 for the first remains received, followed by the last two digits of the calendar year, for example, 1-80, 2-80, 3-80, and 4-80.

b. Record information for each remains as follows:

(1) Name.
(2) Rank.
(3) SSN.
(4) Evacuation number.
(5) Branch of service or nationality.
(6) Processing number.
(7) Organization.
(8) Time and date received.
(9) Unit received from.
(10) Date shipped.
(11) Remarks.

c. Use grease pencil to prepare two white tags for each remains.

(1) Print on both tags the name, rank, SSN, evacuation number, branch of service, and nationality.

(2) Print the processing number on the reverse side of the tags.

d. Attach one tag to the remains.

1

e. Attach one tag to the middle loop on the left side of the remains pouch.

f. Remove the DD Form 1380 from each remains.

g. Place the DD Form 1380 in the case file for that remains.

REFERENCES: FM 10-63, chapters 3 and 4.
FM 10-286, chapter 2.

■ 101-515-1202

EXAMINE ALL EFFECTS FOR IDENTIFICATION VALUE

CONDITIONS: Remains have been received and processing numbers assigned. Your NCOIC has told you to examine all effects received with remains for identification value. This task is performed in garrison or simulated combat, under all environmental conditions. Duty uniform will be worn. Resources required: processing table, surgical gloves, effects received with remains, and DD Form 1380 (US Field Medical Card).

STANDARD: You must complete all performance measures within 25 minutes without error.

PERFORMANCE MEASURES:

1. Examine the remains for ID tags by searching the following places:
   a. Around neck of the remains.
   b. In clothing pockets.
   c. In boots.
   d. In backpack.

2. Examine personal effects for items of identification value.
   a. Examine wallet contents.
   b. Check watches for serial numbers and inscriptions such as dates and initials.
   c. Examine identification bracelet for name, initials, and SSN.
   d. Examine rings and pen or pencil sets for inscriptions.
   e. Examine personal papers for credit card numbers, club membership cards, and money order stubs.
   f. Check photographs for identification value.
   g. Examine keys for serial numbers and manufacturer's name.

3. Examine military equipment and clothing for identification value.
   a. Examine and record weapon serial number.
   b. Check for and record serial numbers of binoculars and compass.
   c. Check belt, hat, boots, and clothing for identification markings.

4. Examine recorded recovery information for identification value.
   a. Compare recovery records and reports with offical battle reports to establish correct information concerning identification.

1

b. Examine all reports such as afteraction reports, missing aircraft reports, eyewitness reports, and other records that would aid in establishing identity of the remains.

NOTE: If there is evidence of a contradiction when effects are examined, doublecheck effects for identification value.

REFERENCES: **FM 10-286, chapter 2.**

■ 101-515-1203

RECORD IDENTIFICATION INFORMATION ON DD FORM 890 (RECORD OF IDENTIFICATION PROCESSING (EFFECTS AND PHYSICAL DATA))

CONDITIONS: You are an identification and effects specialist working at a mortuary/central identification laboratory (CIL) or a temporary cemetery. Your NCOIC has instructed you to complete a DD Form 890 for a remains. This task is performed indoors with adequate light and heat. Resources required: processing table, osteometric board, tape or ruler, imprint machine, 35-mm camera, surgical gloves, DD Form 890, local SOP, and actual or simulated skeletal remains.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Fill in heading of DD Form 890. (See figure 1203.)

a. Enter date that the form is completed in the DATE block.

b. Enter name (last, first, and middle initial) or unknown X number of the deceased in the NAME block.

c. Enter grade of the deceased in the GRADE block.

d. Enter the SSN of the deceased in the SSN block.

e. Enter CIL case number in the CIL CASE NUMBER block.

f. Enter name of the cemetery, evacuation number, or search and recovery number as appropriate.

NOTE: If the remains is processed at the CIL, enter the name of the CIL.

g. Enter plot, row, and grave number if the form is completed at a temporary cemetery.

NOTE: If the form is not completed at a temporary cemetery, write NA in the PLOT, ROW, and GRAVE blocks.

h. Indicate if the remains was obtained through evacuation or search and recovery in the RECEIVED FROM block.

NOTE: If the remains was not obtained through evacuation, enter NA.

2. Imprint identification tag in the tag outline, using the ID tag imprint machine.

1

BEST DOCUMENT AVAILABLE

RECORD OF IDENTIFICATION PROCESSING
(Effects and Physical Data)

DATE: 10 May 81

LAST NAME - FIRST NAME - MIDDLE INITIAL (Or unknown number)	GRADE	SERVICE NO./SS AN	CIL CASE NUMBER (If applicable)
HACKER, Laurance H.	PFC	253 82 3249	912

NAME OF CEMETERY, EVACUATION NUMBER, OR SEARCH AND RECOVERY NUMBER	PLOT	ROW	GRAVE
US Armed Forces Cemetery, Erewhon, Germany	NA	NA	NA

RECEIVED FROM: 207th S&S Bn

IMPRINT OF IDENTIFICATION TAG:

HACKER
LAURANCE H
253 82 3249
O+ CATHOLIC

OFFICIAL IDENTIFICATION FOUND WITH REMAINS (Include personal effects aiding identification):
Two identification tags found one in left boot, one on chain around neck of remains.

ITEMS OF CLOTHING AND EQUIPMENT FOUND WITH REMAINS (Indicate type, color, size, markings, service, etc. If laundry marks are indistinct, follow procedures outlined in TM 10-286):
Clothing found on remains:
Jacket, cotton, size 40
Trousers, cotton, size 36/32
Socks, wool
Undershorts, cotton, size 36, with marking H3249
Undershirt, cotton, size 40, with marking H3249

FINGERPRINTS TAKEN	X-RAYS MADE	FLUOROSCOPE STATEMENT ATTACHED
☐ YES ☒ NO	☒ YES ☐ NO	☒ YES ☐ NO
PHOTOGRAPHS TAKEN	**ANTHROPOLOGICAL STATEMENT MADE**	**CHEMICAL STATEMENT ATTACHED**
☐ YES ☒ NO	☒ YES ☐ NO	☐ YES ☒ NO

PHYSICAL DESCRIPTION

ESTIMATED HEIGHT	MUSCULARITY	COLOR OF HAIR	RACE OR NATIVITY
Fem + Fib = 6'0"	Large	Brown	Caucasian

TATTOOS, SCARS OR MARKS ON BODY:
Decomposition prevents findings.

EVIDENCE OF HEALED FRACTURES AND BONE MALFORMATIONS:
None.

WOUNDS OR INJURIES:
Decomposition prevents findings.

I HAVE PERSONALLY VIEWED THE REMAINS OF THIS DECEASED AND ALL RESULTING INFORMATION HAS BEEN RECORDED TO THE BEST OF MY KNOWLEDGE.

NAME, GRADE, AND ORGANIZATION: Herbert R. Catz, 1LT, QMC, Co A, 207th S&S Bn

SIGNATURE: Herbert R. Catz

DD FORM 1 JAN 86 890 — PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 1203. Sample entries on DD Form 890 (Record of Identification Processing (Effects and Physical Data)).

3. If tag cannot be imprinted, enter the reason, for example, missing or mutilated, in the tag outline.

4. Record the following information in the OFFICIAL IDENTIFICATION FOUND WITH REMAINS block.

a. Indicate where ID tags were found on the remains.

b. Enter serial number of the DD Form 2A (Active Duty Military ID Card).

c. Record that DD Form 1380 was found on the remains.

d. List motor vehicle operator's permit, credit cards, marriage certificate, will, and money orders.

e. Record objects showing name or social security number.

5. Enter the following information in the ITEMS OF CLOTHING AND EQUIPMENT FOUND ON REMAINS block.

a. List all clothing found on the remains, including marks, sizes, and type.

b. List all equipment found on the remains, including serial numbers and type.

6. Record the physical description of the remains.

a. Check appropriate block to indicate that:

(1) Fingerprints were taken.

(2) X-rays were made for semiskeletal remains.

(3) Fluoroscope statement is attached.

(4) Photographs were taken.

(5) Anthropological statement was made.

(6) Chemical statement is attached.

b. Make physical examination, using surgical gloves, to determine the following.

(1) Estimated height as determined by table or long-bone measurement.

NOTE: Measurement can be actual or estimated, depending on condition of remains.

(2) Muscularity or build.

(3) Color of hair.

(4) Race or nationality, as determined by ID specialist or anthropologist.

(5) Tattoos, scars, or marks on body.

NOTE: Enter color, size, and description of body markings or reason these are not recorded.

(6) Evidence of healed fractures and bone malformations.

(7) Wounds or injuries as determined by anthropologist.

REFERENCES: **FM 10-286, chapter 2, appendixes C, D, E.**

■ 101-515-1204

RECORD FINGERPRINTS ON DD FORM 894 (RECORD OF IDENTIFICATION PROCESSING--FINGERPRINT CHART)

CONDITIONS: Items with identification value have been recorded, and you have been directed by your NCOIC to fingerprint all remains when possible. This task is performed indoors with ample lighting. Duty uniform will be worn. Resources required: surgical gloves, blank DD Form 894, and fingerprint kit.

STANDARD: You must complete all performance measures in sequence within 25 minutes without error.

PERFORMANCE MEASURES:

1. Complete upper portion of the fingerprint record. (See figure 1204.)
   a. Enter last name, first name, and middle initial or the X number of the remains before the fingerprints are taken.
   b. Enter grade and SSN if it is known.
   c. Enter name of the cemetery, evacuation number, or search and recovery number, and the plot, row, and grave identification.

1

2. Insert DD Form 894 into appropriate holder.

3. Prepare inking plate for fingerprinting.
   a. Apply a dab of ink to a clean inking plate.
   b. Use a roller to spread the ink evenly on the entire surface of the plate.

4. Clean the fingers for printing.
   a. Clean dirty fingers with soap and water or with cleaning fluid from the kit.

NOTE: Clean grease or oil stained fingers with carbon-tetrachloride or xylene.

   b. Dry fingers thoroughly before inking them.

5. Ink fingers to be printed.
   a. Ink fingers in sequence, one at a time, beginning with thumb first as listed on DD Form 894.
   b. Place the side of the finger on the ink plate and roll it from side to side so that the ink is spread evenly, extending below the first joint.
   c. Roll the finger away from your body until the finger faces in the opposite direction.
   d. Lift the finger from the inking plate.

BEST DOCUMENT AVAILABLE

RECORD OF IDENTIFICATION PROCESSING
FINGERPRINT CHART

LAST NAME-FIRST NAME-MIDDLE INITIAL (or unknown number)	GRADE	SERVICE NUMBER
Puller, Charles N.	E5	351 16 9072

NAME OF CEMETERY, EVACUATION NUMBER, OR SEARCH AND RECOVERY NUMBER	PLOT	ROW	GRAVE
Central Identification Laboratory, Freiburg 8179-70	NA	NA	NA

LEFT HAND

10. LITTLE FINGER
9. RING FINGER
8. MIDDLE FINGER
7. INDEX FINGER
6. THUMB

NOTE AMPUTATIONS, ABNORMALITIES, MISSING FINGERS, AND/OR DERMIS IN APPROPRIATE BLOCK

IMPORTANT

ATTACH DD FORM 2A (*Identification Card*) TO THIS FORM IF AVAILABLE

IMPRESSIONS TAKEN BY (*Name*)

Robert B. Wilson
E4, Identification and Effects Spec.

RIGHT HAND

5. LITTLE FINGER
4. RING FINGER
3. MIDDLE FINGER
2. INDEX FINGER
1. THUMB

FOR FEDERAL BUREAU OF INVESTIGATION USE ONLY

IDENTIFIED BY FINGERPRINT COMPARISON AS: LAST-NAME-FIRST NAME-MIDDLE INITIAL	SERVICE NUMBER
OFFICIAL APPROVING FINGERPRINT COMPARISON (*Name*)	DATE

DD FORM 1 FEB 90 894

Figure 1204. Sample entries on DD Form 894 (Record of Identification Processing–Fingerprint Chart).

NOTE: Make sure the finger does not touch anything until you place it on DD Form 894.

6. Record finger impressions in appropriate blocks.

a. Place each fingerprint impression in the block that is labeled to correspond to that finger.

b. Keep each finger in contact with the card during the rolling process.

c. Print thumb and then fingers in the sequence listed on DD Form 894.

d. Write the word "missing" in the block that corresponds to any missing fingers.

e. Enter reasons for unobtainable prints in the center section between left and right sides.

7. Check to make sure prints are legible.

a. Check to see that prints are clear and sharp with no double impressions or smears.

b. Check to see that prints are uniformly black.

c. Check to make sure lines of prints can be easily traced.

d. Repeat any steps listed above, if necessary, to obtain legible prints.

8. Enter your name in the IMPRESSIONS TAKEN BY block.

9. Place DD Form 894 in the person's case file.

REFERENCES: **FM 10-63, appendix III.**
FM 10-286, appendix G.

■ 101-515-1205

RECORD DENTAL INFORMATION ON DD FORM 891 (RECORD OF IDENTIFICATION PROCESSING--DENTAL CHART)

CONDITIONS: Your NCOIC tells you to record dental features of a remains on DD Form 891. This task is performed in a building with adequate heat, light, and ventilation. Duty uniform will be worn. Resources required: simulated remains or dental model, surgical gloves, processing table, blank DD Form 891, toothbrush, and dental mirror.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Complete upper portion of the dental chart. (See figure 1205.)

   a. Enter last name, first name, and middle initial, the believed-to-be (BTB) status, or unknown X number of the remains.

   b. Enter grade of the remains, if known. If grade is not known, enter UNK (unknown).

   c. Enter SSN of remains, if known. If SSN is unknown, enter UNK.

   d. Enter cemetery, evacuation number, or search and recovery number if you are at a cemetery.

   NOTE: Include the name of the unit that is processing the remains. If the remains is processed at a central identification laboratory, enter CIL number.

   e. Enter plot, row, and grave information if remains has been or is to be interred in a temporary cemetery. If remains is not to be interred in a temporary cemetery, enter NA.

2. Remove foreign matter from teeth of remains, while wearing surgical gloves.

   a. Use a stiff bristle brush and dental mirror.

   b. Clean teeth surfaces so that dental features can be clearly defined.

3. Record caries on DD Form 891.

   a. Examine teeth and determine which surfaces of the teeth have caries.

   b. Record position of caries on the appropriate teeth on the chart.

   c. Use abbreviation for each tooth surface and record the position of the caries in the CARIES block.

BEST DOCUMENT AVAILABLE

FM 10-57F

RECORD OF IDENTIFICATION PROCESSING
DENTAL CHART

LAST NAME - FIRST NAME - MIDDLE INITIAL (or unknown number)	GRADE	SERVICE NO. SOCIAL SECURITY ACCT NO.
Wright, Morris J.	PVT	164 90 2110

NAME OF CEMETERY, EVACUATION NUMBER, OR SEARCH AND RECOVERY NUMBER	PLOT	ROW	GRAVE
Allied Cemetery, Erewhon CIL.	D	12	575

MARKING ABBREVIATIONS:
F-Facial O-Occlusal D-Distal M'-Amalgam -Pitt-Pitting Porc-Porcelain Back-Backing
L-Lingual M-Mesial I-Incisal CR-Cream Plas-Plastic Sil-Silicate Pac-Facing

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CARIES																
RESTORATIONS		O-AM O-AM	O-AM O-AM	O-AM	MODL AM		FMI PORC LMD SIL					O-AM	OD AM	O-AM O-AM	O-AM O-AM	

UPPER RIGHT / UPPER LEFT

Chipped

→DRIFT← →DRIFT←

LOWER RIGHT / LOWER LEFT

	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17
RESTORATIONS		O-AM												O-AM		
CARIES																

THE FOLLOWING CONDITIONS WILL BE INDICATED IF PRESENT (Describe in detail in Remarks section)

	MOTTLED ENAMEL	X	ROTATION	X	FRACTURED ENAMEL		IRREGULARITY OF ALIGNMENT
	ENAMEL HYPOPLASIA		UNERUPTED TEETH		FRACTURES OF TEETH		UNUSUAL RESTORATIONS
	EROSION		MALOCCLUSION		RETAINED DECIDUOUS TEETH		UNUSUAL APPLIANCES
X	ABRASION		SUPERNUMERARY TEETH		ABNORMAL INTERDENTAL SPACES		MALPOSED TEETH

PREPARED BY (Typed Name and Signature)
T. C. WRIGHT, SP4, Grave Registration Specialist

VERIFIED BY (Typed Name and Signature)
CLARENCE O. REESE, 1LT, DMC, Ident Off

DD FORM 891 REPLACES DD FORM 888, 1 SEP 51 WHICH IS OBSOLETE (for Army use only)

Figure 1205. Sample entries on front of DD Form 891 (Record of Identification Processing-Dental Chart).

[redacted]

73

BEST DOCUMENT AVAILABLE

DENTURES (Plates): DESCRIBE DENTURES INCLUDING NATURAL TEETH REPLACED AND TEETH WHICH HAVE RETAINING CLASPS. (For example: Lower Acrylic Partial Denture with Lingual Bar, replacing Teeth nos. 17, 18, 19, 30, 31, 32. Clasps on natural teeth nos. 20 and 29.) SHOW ANY NUMBERS OR LETTERS APPEARING ON DENTURE.

REMARKS (If no abnormalities are found make notation to that effect)

1. Teeth present found intact.
2. Teeth No. 12 and 13 rotated.
3. Maxilla fractured between No. 5 and 6 and between No. 11 and 12.
4. Mandible fractured in the area of No. 30.
5. Wear on the anteriors.

EXAMPLE METHOD OF PREPARATION

GPO 832337

1

Figure 1205. (Continued) Sample entries on back of DD Form 891 (Record of Identification Processing-Dental Chart).

4. Shade in the restored areas of the teeth on the dental chart.

a. Examine tooth and determine the surface of the tooth that is covered by restorative material.

b. Record those surfaces covered by restoration on the appropriate tooth on the chart.

c. Use abbreviation for tooth surface and record the position of the restoration in the RESTORATION block.

5. Record types of restoration in the correct blocks.

a. Enter in the RESTORATION block the abbreviation for the type of restoration on the tooth surface.

NOTE: For example, for gold crown, you use "gold CR."

6. Mark missing teeth in the correct blocks.

a. Enter an X on the number of the corresponding tooth if a tooth is missing.

b. Enter PX on surface of the tooth on the chart if tooth is missing as a result of death.

7. Record condition of teeth.

1

NOTE: In CONDITIONS blocks of DD Form 891, place an X in the appropriate block to indicate an unusual tooth condition.

8. Complete recording of information on reverse side of DD Form 891.

a. In DENTURE block, describe dentures, including teeth that have retaining clasps and removable bridges.

b. Explain any X you entered on the front of the form and list any unusual features found in the REMARKS block.

REFERENCES: **FM 10-63, chapter 7 and appendix I.**
FM 10-286, appendix F.

■ 101-515-1206

RECORD ANATOMICAL CONDITIONS ON DD FORM 893 (RECORD OF IDENTIFICATION PROCESSING-- ANATOMICAL CHART)

CONDITIONS: You are an identification and effects specialist working at a mortuary/central identification laboratory or temporary cemetery. Flesh-covered remains are being processed, and your NCOIC has ordered you to record anatomical information on DD Form 893. This task is performed in an adequately equipped facility in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, surgical gloves, processing table, measuring tape or 96-inch ruler, and blank DD Form 893.

STANDARD: You must complete all performance measures within 35 minutes without error.

PERFORMANCE MEASURES:

1

1. Fill in upper portion of the chart. (See figure 1206).
   a. Enter last name, first name, and middle initial of the deceased before recording any anatomical information about remains. If name is not known, enter UNK or unknown and the assigned X number.
   b. Enter grade of the remains. If grade is not known, enter UNK or unknown.
   c. Enter SSN. Enter UNK or unknown if SSN is not known.
   d. Enter name of the unit where the form is completed, the evacuation or search and recovery number, and the processing number.
   e. Enter plot, row, and grave number if the remains is to be buried in a temporary cemetery. Enter NA if this is not the case.
   f. Enter estimated age of the remains as determined by visual inspection.
   g. Enter height of the remains as determined by table measurement. To get the height, measure from the top of head to the bottom of the heel with ruler or other measuring device.

2. Check remains for identifying marks.
   a. Examine body under good light to find all scars, tattoos, wounds, deformities, or unusual features.
   b. Examine both the anterior and posterior sides.

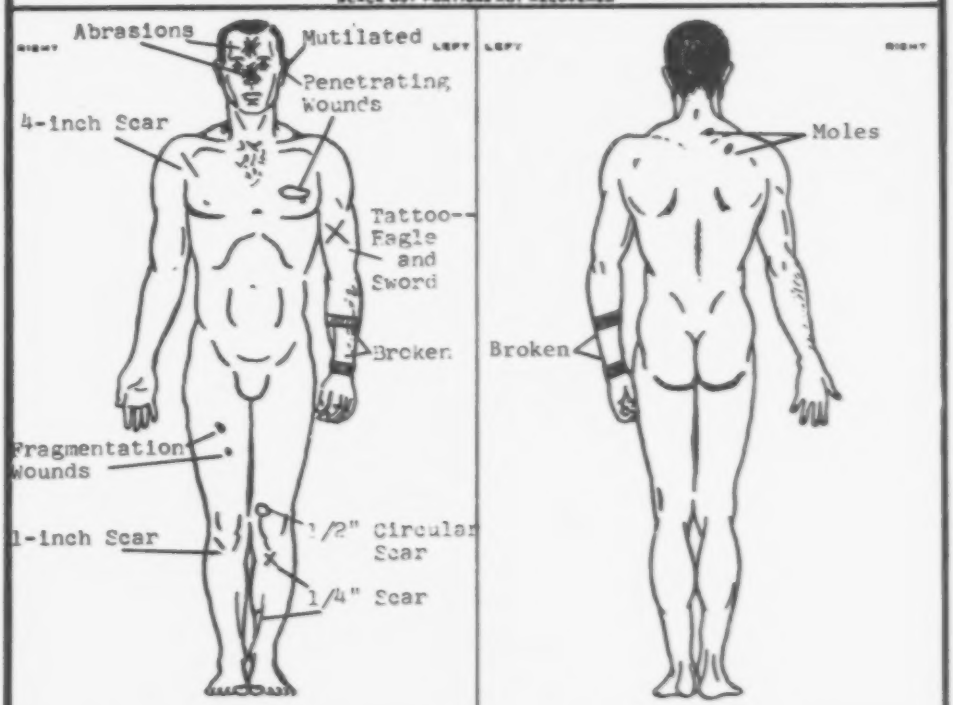
BEST DOCUMENT AVAILABLE

RECORD OF IDENTIFICATION PROCESSING
ANATOMICAL CHART

LAST NAME - FIRST NAME - MIDDLE INITIAL (or unknown number)	GRADE	SERVICE NUMBER
HANSON, William A.	E4	223 55 8945

NAME OF CEMETERY, EVACUATION NUMBER, OR SEARCH AND RECOVERY NO.	PLOT	ROW	GRAVE	ESTIMATED AGE (Yrs)	ESTIMATED HEIGHT
NOTSON CIL CIL NO. 3284	NA	NA	NA	22-24	68"

BLACK OUT PORTIONS NOT RECOVERED



CONDITION OF REMAINS (Check pertinent blocks)
☐ SEMI-SKELETAL ☒ FLESH COVERED ☐ INTACT ☐ DECOMPOSED ☐ BURNED (Degree: ☐ 1st ☐ 2d ☐ 3d)

REMARKS (Continue on reverse if additional space is required)

Body--Complete
Race--Caucasian
Table measurement--68"
ID card--Received with paperwork for Hanson, William A., SSN 223 55 8945
ID tags--None received
Clothing on remains--One jungle fatigue shirt, size med-short; US Army tape. One pr jungle fatigue trousers, size med-reg; one pr jungle boots, size 10½. No other markings found.
both hands fingerprinted at US Army Mortuary TSN-Right and left index prints match those on DD Form 24 for; HANSON, William A. SSAN 223 55 8945

NAME OF PREPARING OFFICIAL (Print or type)	SIGNATURE
Herbert W. Caplain	Herbert W Caplain

DD FORM 1 FEB 66 893

Figure 1206. Sample entries on DD Form 893 (Record of Identification Processing-Anatomical Chart).

3. Record other identifying data.
   a. Record the location of ID tags.
   b. Record markings on clothing.
   c. Record fingerprint comparison data.

REFERENCES:

FM 10-63, appendix II.
FM 10-286, appendix D.

1

■ 101-515-1207

LAY OUT SKELETAL REMAINS

CONDITIONS: You are an identification and effects specialist working in a mortuary/central identification laboratory or a temporary cemetery. A skeletal remains has been received, and the NCOIC tells you to lay out the skeletal remains. This task is performed in garrison or simulated combat, indoors with adequate heat, light, and ventilation. Duty uniform will be worn. Resources required: actual or simulated skeletal remains, surgical gloves, brush, processing table, and local unit SOP.

STANDARD: You must complete both performance measures in sequence within 35 minutes without error.

PERFORMANCE MEASURES:

1. Remove foreign matter from the bones.
   a. Inspect bones for dirt, mud, and flesh.
   b. Clean dirt, mud, and flesh from the bones.

1

2. Place bones in anatomical position. (See figure 1207.)
   a. Lay out the bones on the processing table in the same position they had in the body.
   b. Check for any bones missing from layout.
   c. See if any extra bones are present.
   d. Remove extra bones and begin a new skeletal layout.

BEST DOCUMENT AVAILABLE

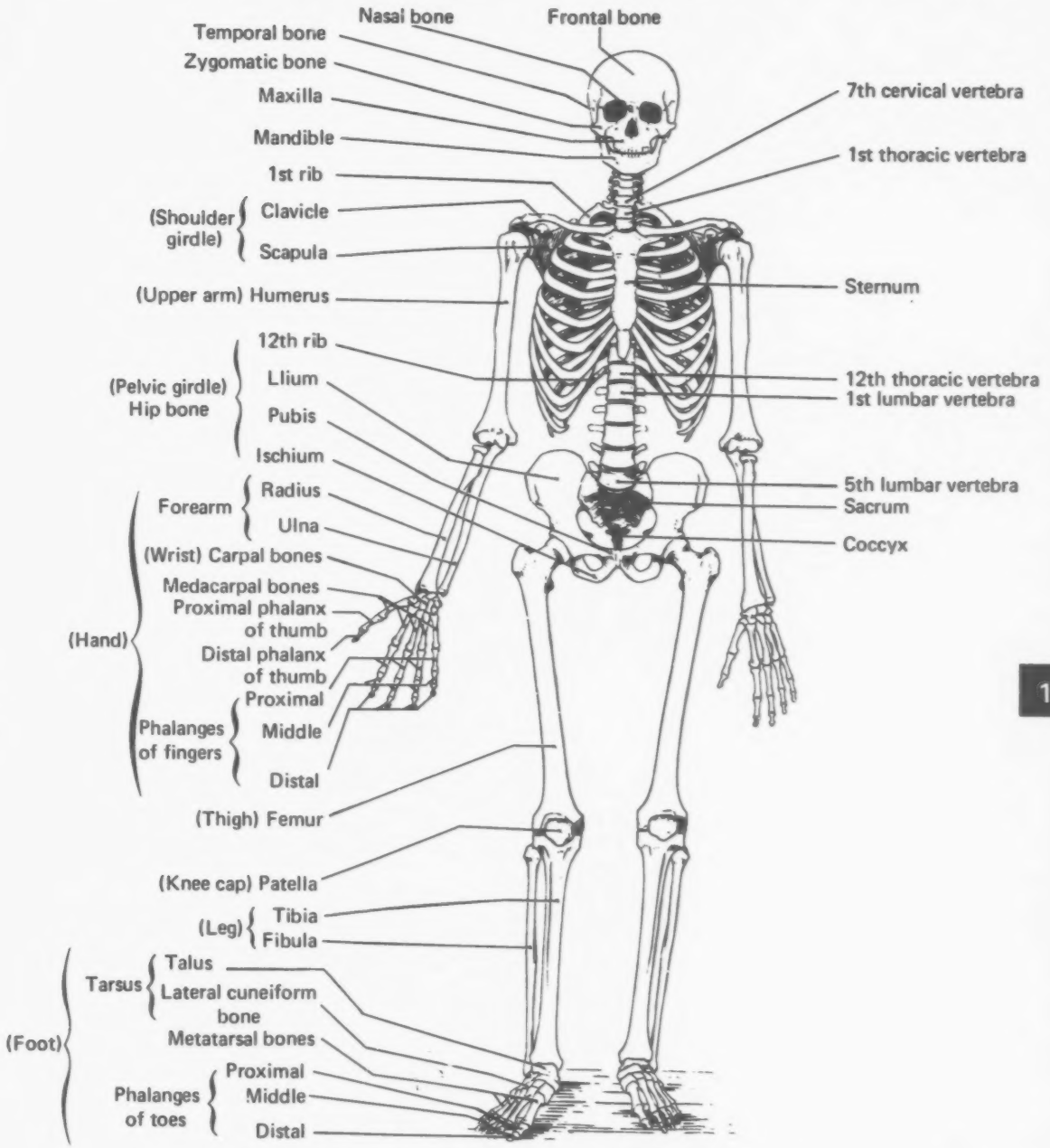


Figure 1207. Human skeleton, anterior view.

REFERENCES: **FM 10-63, appendix II.**
FM 10-286, appendix E.

■ 101-515-1208

RECORD SKELETAL CONDITIONS ON DD FORM 892 (RECORD OF IDENTIFICATION PROCESSING --SKELETAL CHART)

CONDITIONS: You are an identification and effects specialist working in a mortuary/central identification laboratory or temporary cemetery. A skeletal remains has been received, and your NCOIC tells you to record skeletal condition on DD Form 892. This task is performed in garrison or simulated combat in an adequately equipped facility. Duty uniform will be worn. Resources required: actual or simulated skeletal remains, processing table, local unit SOP, pen or pencil, and blank DD Form 892.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1

1. Complete upper left portion of the chart. (See figure 1208.)
   a. Enter name of the decedent. If name is not known, enter UNK.
   b. Enter grade and SSN. If SSN is not known, enter UNK.
   c. Enter name of the cemetery, evacuation number, or search and recovery number. If DD Form 892 is prepared at a CIL, enter the CIL designation and case number.
   d. Enter plot, row, and grave when remains is to be buried in a temporary cemetery. If remains is not to be buried in a temporary cemetery, enter NA.
   e. Enter age of the remains as estimated by the anthropologist.
   f. Enter height or length of all long bones.

2. Determine which bones are missing and black out the missing bones on the skeletal outline, using a pencil, pen, or felt-tip pen.

3. Determine missing, shattered, burned, or fractured bones.
   a. Obtain marking symbols for damaged bones from the chart.
   b Mark shattered or fractured bones on the outline.
   c. Identify condition of the bones by drawing a symbol on the corresponding bones located on the chart.

BEST DOCUMENT AVAILABLE

RECORD OF IDENTIFICATION PROCESSING
SKELETAL CHART

LAST NAME - FIRST NAME - MIDDLE INITIAL (or unknown number)
HARTFORD, George T.

GRADE	SERVICE NUMBER /SSN
SP4	842-36-5662

NAME OF CEMETERY, EVACUATION NUMBER, OR SEARCH AND RECOVERY NUMBER
US Army Mortuary Saigon

PLOT	ROW	GRAVE
NA	NA	NA

ESTIMATED AGE (Years)	ESTIMATED HEIGHT
25-27	Fem + Fib = 6'2½" Fem + Fib = 6'2"

SKELETAL MEASUREMENTS (Centimeters)

SKELETAL MEMBER	METHOD	RIGHT	LEFT
SKULL			
NUMERUS	Osteometric Board (OB)	38.2	38.2
ULNA	OB	30.9	30.3
RADIUS	OB	28.8	28.7
FEMUR	OB	49.7	49.8
TIBIA	OB	46.8	46.8
FIBULA	OB	47.3	47.3

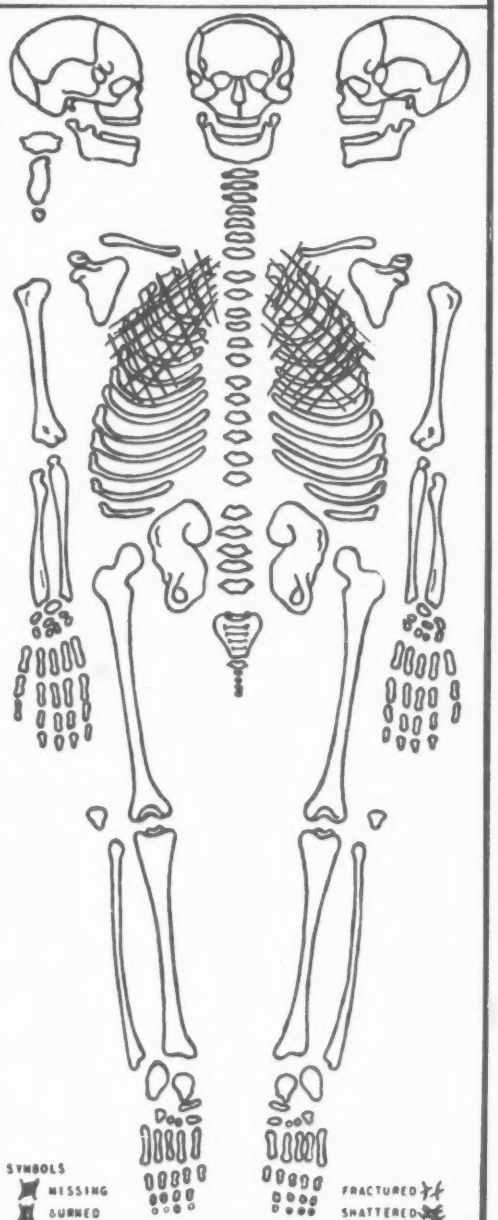
REMARKS OR STATEMENT OF ANTHROPOLOGIST (Continue on reverse if more space is required)
Complete skeletal remains. Shattered condition of upper rib structure indicates crushing or impact wound as cause of death.
Race --Caucasian. Est height --74"
Est age--25-27 years
Hair--Brown
ID tags/ID card--recovered
Clothing on remains--white cotton T-shirt, Army fatigues (cotton), combat boots.
Examination of T-shirt under UV-light revealed initials GTH laundry mark.

THE PARTS PRESENT AS INDICATED ON THIS SKELETAL CHART REPRESENTS ONE AND THE SAME INDIVIDUAL

PHYSICAL ANTHROPOLOGIST (Name)
Henry A. Harrison,
DAC, Ident Spec

SIGNATURE
Henry A. Harrison

BLACK OUT PORTIONS NOT RECOVERED



DD FORM 1 FEB 66 892 REPLACES OMC FORM 1644, 10 MAR 47, WHICH IS OBSOLETE. APD 906748

Figure 1208. Sample entries on DD Form 892 (Record of Identification Processing-Skeletal Chart).

REFERENCES: FM 10-286, appendix E.

■ 101-515-1209

CONDUCT INVENTORY OF PERSONAL EFFECTS

CONDITIONS: You are working as an identification and effects specialist in a mortuary/central identification laboratory or a temporary cemetery. Effects are being delivered to the mortuary, and your NCOIC has assigned you the position of receiving clerk. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: completed DD Form 1076 (Record of Personal Effects--Military Operations), personal effects, tables, personal effects bags, local unit SOP, and material to wrap fragile and soiled items.

STANDARD: You must complete all performance measures in sequence within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1

1. Obtain personal effects and DD Form 1076 from the identification section. (See figure 1155.)

2. Compare effects with the items listed on the record and correct any discrepancies.

3. Pack the effects securely for forwarding.
   a. Wrap fragile items so they will not be damaged.
   b. Isolate soiled items so they will not damage other personal effects.
   c. Secure containers to prevent loss, theft, or pilferage.
   d. Label package with name, SSN, or UNK and X number.

4. Send personal effects to the theater effects depot as directed by your supervisor.

5. Obtain the signature of the person receiving the effects on the reverse side of DD Form 1076, and get a receipt for the effects.

REFERENCES: AR 638-1, chapter 3.

■ 101-515-1210

ASSIST IN PRESERVATION OF REMAINS

CONDITIONS: You are working in a mortuary/central identification laboratory or a temporary cemetery. Processing is completed, and remains are ready for the embalmer. Your NCOIC tells you to assist the embalmer in preservation of remains. This task is performed indoors, in garrison or simulated combat, with adequate heat, light, and ventilation. Duty uniform will be worn. Resources required: simulated remains with clothing, scrub brushes, arterial and cavity fluids, hardening compound, embalming kit, embalming table, surgical soap, surgical gloves, suture needles, suture thread, cotton, gauze, sealer, local unit SOP, and embalming machine.

STANDARD: You must complete all performance measures in sequence within one and one-half hours without error.

PERFORMANCE MEASURES:

1. Remove clothing from remains.

2. Gather fluids for injecting the remains, as directed by embalmer.
   a. Get adequate supplies of arterial, cavity, and special-purpose compounds, as directed by the embalmer.
   b. Take note on the types and amounts of embalming compounds and chemicals to be used, if necessary.

3. Prepare embalming machine.
   a. Position and connect hoses and power sources to the embalming machine, as directed by the embalmer.
   b. Fill machine with fluid/water ratios as directed by the embalmer.

4. Assist in preparation of remains.
   a. Assist in placement of arterial tubes and the arterial injection, as directed by the embalmer.
   b. Assist in aspiration of the body cavity and cavity treatment of remains.
   c. Assist embalmer in any special treatment such as hypodermic treatments, fluid packs, or specific chemical treatment to a particular area or problem.

5. Suture all surgical openings and wounds tightly.

NOTE: Do not suture point of trocar incision as trocar button can be used. Also in preparation for shipment, cavity area must be reaspirated.

6. Wash remains thoroughly to remove all foreign matter from the skin.

7. Clean instruments.

a. Clean instruments with warm water or cleaning compound.

b. Place instruments after washing in a strong solution of disinfectant to kill bacteria.

NOTE: If these instruments are to be put in a disinfectant, wash them off in running water. The disinfectant will kill the pathogenic organisms. Do not use soap since a soap film can form layers and protect the pathogenic organism from the disinfectant.

REFERENCES: None.

1

■ 101-515-1211

PREPARE REMAINS FOR SHIPMENT

CONDITIONS: You are a graves registration member of a mortuary/central identification laboratory. The remains have been processed. Your NCOIC tells you to prepare remains for shipment. This task will be performed indoors in garrison or simulated combat with adequate heat, light, and ventilation. Duty uniform will be worn. Resources required: cotton, gauze, sealer, simulated remains, processing table, cotton sheets, trocar, plastic sheeting, transfer case, sealing iron, clothing for remains, shipping documents, paper tag, pencil, serial-numbered metal railcar seals, vacuum cleaner, disinfectant, cotton ties, straw pillows or rubber headrests, and safety pin.

STANDARD: You must complete all performance measures in sequence within 45 minutes without error.

PERFORMANCE MEASURES:

1. Assist in aspirating the remains, as directed by embalmer.
   a. Prepare trocar and aspirator.
   b. Assist embalmer in aspirating fluids from the remains.
   c. Close trocar incision with trocar button or suture.

2. Assist in sealing and packing the body orifices as directed by embalmer. 1
   a. Prepare sealer, cotton, and gauze for use.
   b. Seal all sutures on the body with sealer.
   c. Treat body orifices with disinfectant.
   d. Pack all body orifices with cotton or other suitable material.

3. Wrap remains.

NOTE: Before wrapping process begins, obtain all paperwork and labels from the administrative office for each remains to be shipped and compare name on paperwork with name of remains.

   a. Check to make sure ID tags are on the remains.
   b. Secure feet with gauze.
   c. Wrap hands with gauze.
   d. Cross hands and tie in a natural position. Secure the arms by tying gauze across the chest above the forearms.
   e. Wrap a cotton sheet around the remains and secure it with pins.
   f. Make sure name, rank, and SSN of the remains are entered on a paper tag, and pin the tag to the sheet.

4. Seal remains.
   a. Place remains in plastic sheeting or a bag.
   b. Seal three sides of the sheeting if sheeting is used.
   c. Seal top of the bag, if bag is used. Leave a small opening in one corner.
   d. Connect suction device to the opening and withdraw the air from the bag.
   e. Seal opening with a sealing iron.

5. Fasten remains securely in the transfer case.
   a. Place remains face up in the transfer case, with headrest placed at the neck.
   b. Use cotton ties, straw pillows, and rubber headrest to tie and brace the body in the container so that it will not shift in transit.

6. Fasten clothing and documents in the transfer case.
   a. Wrap clothing, if it is available, in brown paper or plastic.
   b. Seal documents in plastic, using edge of a sealing iron or tape.
   c. Tie clothing and documents to the container.

7. Obtain shipping labels from administrative office.
   a. Place shipping label on the transfer case.
   b. Affix serial-numbered metal railcar seals to the fasteners (spring locks) at the head and foot ends of the transfer case.

1

REFERENCES: None.

SECTION III

INTERMENT SPECIALIST (57F1)

TASK NUMBER	TITLE	PAGE
	TEMPORARY BURIAL OPERATIONS	
101-515-1251	Assist in temporary cemetery establishment	2-72
101-515-1252	Register remains on DD Form 1079 (Cemetery Register)	2-77
101-515-1253	Prepare remains for temporary cemetery burial	2-79
101-515-1254	Prepare DD Form 551 (Record of Interment)	2-82
101-515-1255	Maintain alphabetical index file	2-85
101-515-1256	Assist with cemetery burial	2-87
101-515-1257	Assist in mass casualty burials	2-88
101-515-1258	Perform cemetery maintenance	2-92
	DISINTERMENT OPERATIONS	
101-515-1301	Prepare DD Form 1078 (Plot Roster of Disinterments)	2-94
101-515-1302	Disinter remains	2-96
101-515-1303	Prepare DD Form 895 (Disinterment Record)	2-98

1

BEST DOCUMENT AVAILABLE

■ 101-515-1251
ASSIST IN TEMPORARY CEMETERY ESTABLISHMENT

CONDITIONS: You are working in a cemetery platoon. Your NCOIC has selected a site, recorded boundaries, prepared a cemetery location map and layout plan, and has told you to assist him in establishing the cemetery. This task is performed during daylight in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: projected number of graves needed, 3-foot-long iron stakes, post-hole diggers, compass, blank paper for cemetery map, military map of cemetery site, 2-foot-long wooden stakes, cotton string, 150-foot measuring tape, and medium general-purpose tents.

STANDARD: You must complete all performance measures within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1

1. Assist in locating a desirable site. (See figure 1251.1.)
   a. Be sure the site is large enough for anticipated needs and for future expansion.
   b. Insure site is located on high and level ground.
   c. Be sure site is near a major road network.
   d. Make sure site has good drainage. (See figure 1251.2.)

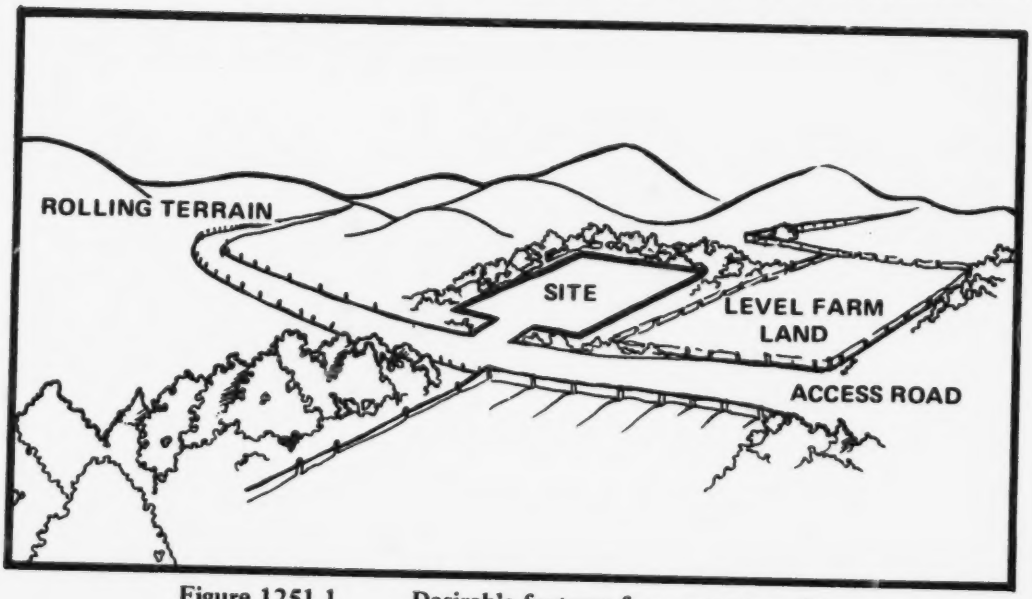


Figure 1251.1. Desirable features for a cemetery site.

BEST DOCUMENT AVAILABLE

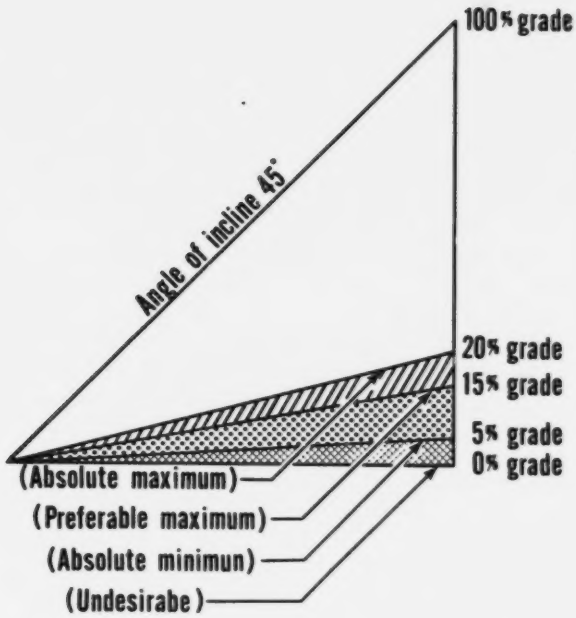


Figure 1251.2. Maximum and minimum grading for cemetery site drainage.

1

e. Be sure site has natural foliage for screening.

f. Avoid swampy land, banks of streams, land near dwellings, and rock formations.

2. Test condition of the soil.

a. Test soil to determine ease of digging. Dig holes 3 1/2-feet deep and 100 feet apart to test the soil.

b. Insure that there are no rocks or high water tables.

3. Assist in establishing boundaries.

a. Drive iron stakes in ground at corner of cemetery boundaries.

b. Drive or set a stake below grade and extend to a point below the frostline until it is firmly affixed in the ground.

c. Search out a permanent landmark at each corner outside of the cemetery boundary.

NOTE: Permanent landmarks might be corners of buildings and bridges or trees with at least 4- by 6-inch blaze marks.

d. Obtain a bearing or azimuth from the stakes to corresponding landmark.

e. Measure the distance from the stake to landmark.

BEST DOCUMENT AVAILABLE

4. Assist surveyor preparing the map of the cemetery location by making the entries given below. (See figure 1251.3.)
   a. Grid coordinates of the cemetery location.
   b. Any nearby town and all outstanding landmarks.
   c. Nearest available roads.
   d. Prominent terrain features.
   e. Information about the map used as the source.
   f. Direction of magnetic north.
   g. Scale of the location map.

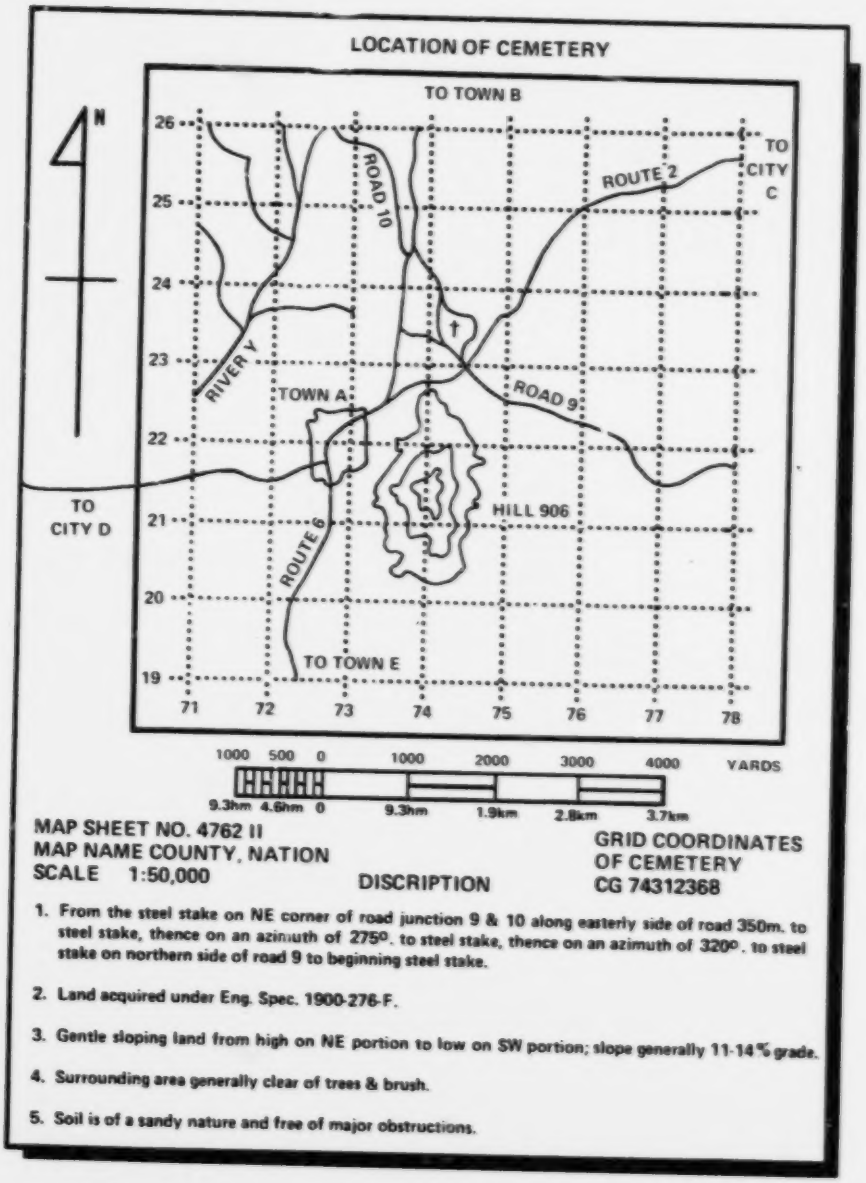

LOCATION OF CEMETERY
TO TOWN B
N
26
25
24
23
22
21
20
19
71
72
73
74
75
76
77
78
ROAD 10
ROUTE 2
TO CITY C
RIVER Y
TOWN A
ROAD 9
TO CITY D
ROUTE 6
HILL 906
TO TOWN E
1000 500 0 1000 2000 3000 4000 YARDS
9.3hm 4.6hm 0 9.3hm 1.9km 2.8km 3.7km
MAP SHEET NO. 4762 II
MAP NAME COUNTY, NATION
SCALE 1:50,000
DISCRIPTION
GRID COORDINATES OF CEMETERY
CG 74312368
1. From the steel stake on NE corner of road junction 9 & 10 along easterly side of road 350m. to steel stake, thence on an azimuth of 275°. to steel stake, thence on an azimuth of 320°. to steel stake on northern side of road 9 to beginning steel stake.
2. Land acquired under Eng. Spec. 1900-276-F.
3. Gentle sloping land from high on NE portion to low on SW portion; slope generally 11-14% grade.
4. Surrounding area generally clear of trees & brush.
5. Soil is of a sandy nature and free of major obstructions.

Figure 1251.3. Example of cemeter, location map.

BEST DOCUMENT AVAILABLE

5. Assist in preparing the cemetery layout plan by making the entries given below. (See figure 1251.4.)

a. Size and boundaries of the cemetery.

b. Description and tie-ins of the plot markers with the permanent landmarks.

Figure 1251.4. Suggested layout of a temporary cemetery.

c. Location, identification, and dimensions of a section.
d. Location, letters, and dimensions of plots.
e. Distance between plots.
f. Location of all graves and numbers of the first and last graves in each plot.
g. Location of the row.
h. Location and dimensions of the roadway and parking area.
i. Position of the flagpole.
j. Location of the entrance.
k. In NOTE block, write the total grave capacity of the cemetery.

6. Assist in laying out plots. (See figure 1251.4.)
a. Obtain from your immediate supervisor the approximate number of remains to be interred.
b. Letter plots consecutively from left to right and from front to rear.

NOTE: Start with A through Z leaving out I, then use AA through ZZ leaving out II.

c. Place 144 graves in each plot.
d. Measure plots horizontally, vertically, and diagonally to insure accuracy.

7. Assist in marking off individual graves.
a. Mark off graves individually beginning with No. 1 and continuing consecutively.
b. Number obstructed graves that will not be used for burial.

8. Assist in erecting the administrative, processing, and effects tents.

REFERENCES: FM 10-63, chapter 2.

BEST DOCUMENT AVAILABLE

■ 101-515-1252

REGISTER REMAINS ON DD FORM 1079 (CEMETERY REGISTER)

CONDITIONS: You are working at a temporary cemetery. Remains are being received at the cemetery, and your NCOIC has instructed you to register the remains on DD Form 1079. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: records and reports received with remains, blank DD Form 1079, pencil, and DD Form 1075 (Convoy List of Remains).

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE: MEASURES:

1. Complete information at top of register. (See figure 1252.) 1
   a. Enter name of the cemetery in the correct block.
   b. Enter location of the cemetery in the correct block if it is near a village or city and the name of the country.
   c. Enter name of the organization that is operating the cemetery.
   d. Enter page number.

2. Record information on each remains using accompanying records and reports.
   a. Enter cemetery processing number, beginning with number 1 for the first remains received during the calendar year, and continue consecutively.
   b. Enter evacuation or the search and recovery number.
   c. Enter collecting point X number or the name, grade, and SSN.
   d. Enter branch of service or the nationality if deceased is allied or enemy.
   e. Enter organization of the deceased, if known. If unknown, enter UNK.
   f. Enter personal effects seal number used.
   g. Record cemetery X number of unknown remains in consecutive order beginning with X1.
   h. Record plot, row, and grave number of the burial.

BEST DOCUMENT AVAILABLE

CEMETERY REGISTER		Name of Cemetary: US Armed Forces Cemetery	Location: Ewrehon, Germany			Organization Operating Cemetery: 613th FLD SUC Co (GS)		Page 1 of 1 pages		
Cemetery Processing Number	Evacuation No and/or Search and Recovery	Collecting Point X-No. or Name, Grade and Service Number	Br of Svc (Nationality) if Allied or Enemy	Organization	Pers Effects Seal No.	Date of Interment in Cemetery	Cemetery X-No. (If Unknown Remains)	Plot	Row	Grave
	6310/293/23	Roy D. Reed, PFC, 214-32-0986	ARMY	Co D, 27th Inf	6301	26 Jul 81		C	2	301
401	6311/293/23	Alvin H. Zale, PFC 316-49-9734	ARMY	Co F, 24th Inf	6302	26 Jul 81		C	2	302
402	6312/293/23	John J. Bain, PVT 316-76-0211	ARMY	Co B, 27th Inf	6303	26 Jul 81		C	2	303

DD FORM 1079, 1 Jan 58

Figure 1252. Sample entries on DD Form 1079 (Cemetery Register).

REFERENCES: FM 10-63, chapter 4.

■ 101-515-1253

PREPARE REMAINS FOR TEMPORARY CEMETERY BURIAL

CONDITIONS: You are working at a temporary cemetery. Identification processing has been completed, and your NCOIC tells you to prepare remains for temporary cemetery burial. This task is performed in garrison or simulated combat. Duty uniform will be worn. Resources required: simulated remains with ID tag, shrouding material, embossed plate, three types of grave markers, hammers, nails, DD Form 551 (Record of Interment) DD Form 568 (Grave Plot Chart), and DD Form 1079 (Cemetery Register).

STANDARD: You must complete all performance measures in sequence within 35 minutes without error.

PERFORMANCE: MEASURES:

1. Remove ID tags.

2. Shroud remains.
   a. Select material to be used for shrouding.
   b. Wrap shroud around the clothed remains.

1

3. Select the correct grave marker for remains. (See figure 1253.1.)
   a. Determine religious preference of remains.
   b. Select appropriate religious marker for the deceased.
   c. Use V-shaped wooden peg for unknown remains.

4. Assign plot, row, and grave number to remains.
   a. Record plot, row, and grave number on DD Form 551.
   b. Record name or number and plot, row, and grave number on DD Form 1079 for each remains.

5. Prepare embossed plates for the remains.

NOTE: Be certain at all times that the data are correct when handling embossed plates and ID tags.

   a. Imprint embossed plates for the known or the unknown remains with:
      (1) Grade and name or cemetery X number.
      (2) SSN and organization, if known.
      (3) Date of death, if known.
      (4) Plot letter, row number, and grave number.
   b. Pin complete embossed plates to shroud.

Blank

Page

BEST DOCUMENT AVAILABLE

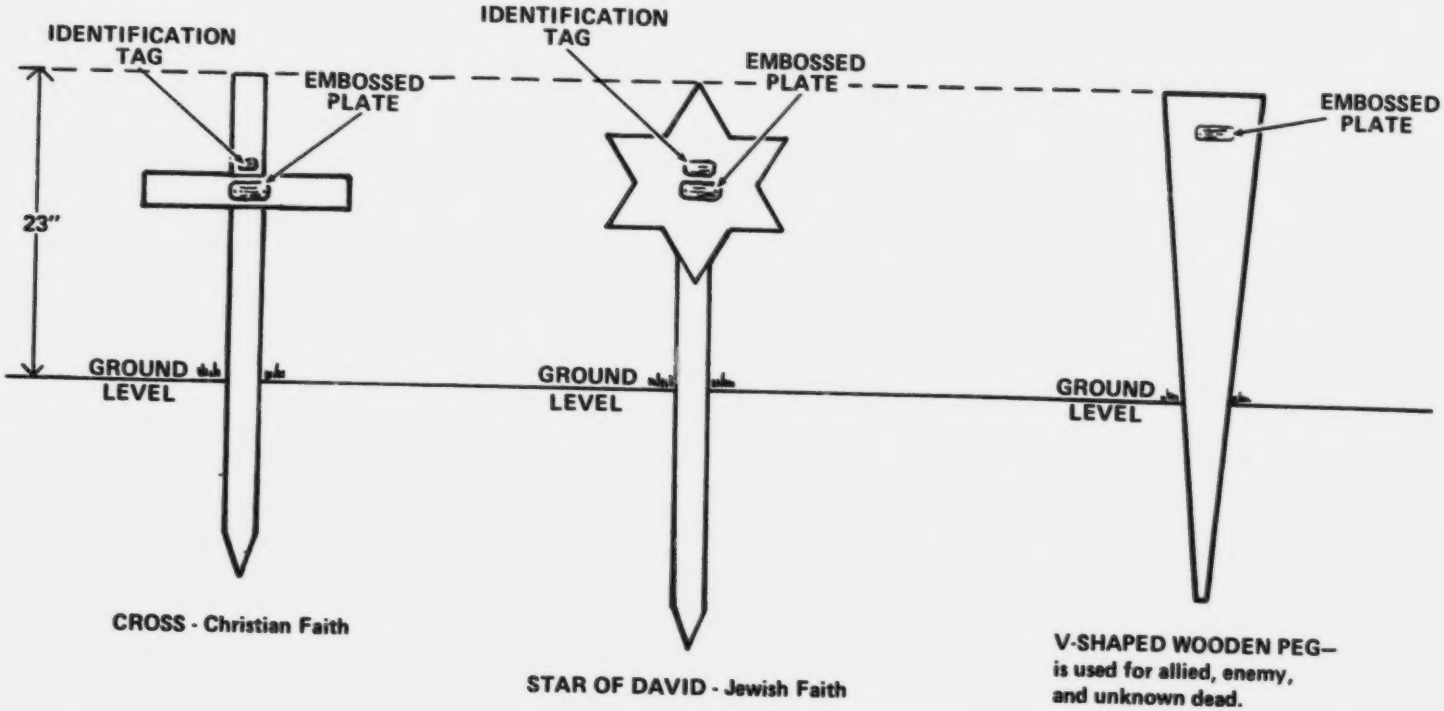


Figure 1253.1. Grave markers used for remains.

BEST DOCUMENT AVAILABLE

GRAVE PLOT CHART

Plot or Section: Plot A	Cemetery: US Armed Forces Cemetery	Location: Ewrehon, Germany

Row Number	Graves Number and Name											
12	133	134	135	136	137	138	139	140	141	142	143	144
11	121	122	123	124	125	126	127	128	129	130	131	132
10	109	110	111	112	113	114	115	116	117	118	119	120
9	97	98	99	100	101	102	103	104	105	106	107	108
8	85	86	87	88	89	90	91	92	93	94	95	96
7	73	74	75	76	77	78	79	80	81	82	83	84
6	61	62	63	64	65	66	67	68	69	70	71	72
5	49	50	51	52	53	54	55	56	57	58	59	60
4	37	38	39	40	41	42	43	44	45	46	47	48
3	25	26	27	28	29	30	31	32	33	34	35	36
2	*Note 13	Smith 14	Campbell 15	Dopou 16	Snyder 17	Salos 18	Lee 19	Garland 20	Annan 21	Clussman 22	Jay 23	X-1 24
1	Jones 1	Black 2	Hoy 3	Thoms 4	Case 5	Vans 6	Koil 7	Lea 8	Taylor 9	Snead 10	Times 11	Sachs 12

Notes: Grave No.13, Obstructed.

DD Form 568
1 Sep 61

Local reproduction of this form is authorized.

Figure 1253.2. Sample entries on grade plot chart.

6. Prepare grave marker with burial information.

a. Remove one ID tag and embossed plate from the shroud.

b. Nail one ID tag to front center of marker.

c. Nail one embossed plate to front center of marker directly under ID tag.

REFERENCES: **FM 10-63, chapter 5.**

■ 101-515-1254
PREPARE DD FORM 551 (RECORD OF INTERMENT)

CONDITIONS: You are working at a temporary cemetery. A remains has been prepared for burial, and your NCOIC tells you to prepare DD Form 551. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: blank DD Form 551, completed records and reports in case file, simulated remains, ID tag, imprint machine, and pencil.

STANDARD: You must complete all performance measures in sequence within 25 minutes without error.

PERFORMANCE MEASURES:

1. Place checkmark in the correct block for the type of record being prepared. (See figure 1254.)
   a. Check initial block if this is the first DD Form 551 prepared for the remains.
   b. Check supplemental block if new information is being added to a previously prepared DD Form 551.
   c. State reason for checking supplemental block, for example, an ID was made.

2. Imprint ID tag of the deceased in the ID tag outline.
   a. Insert ID tag, with raised surface, under ink ribbon of imprint machine.
   b. Place DD Form 551 in the machine so that the imprint outline on form is facing down directly over area where the tag is placed.
   c. Imprint DD Form 551.
   d. Print data by hand if tag is mutilated or missing. Enter reasons for printing data by hand, such as tag mutilated or missing.
   e. Verify legibility and accuracy of the entry.

3. Record information about remains in the correct blocks.
   a. Record last name, first name, and middle initial or X number.
   b. Enter SSN.
   c. Enter grade, organization, branch or service, race, religion, country (if not US), and date of death.
   d. Enter cause of death, place of death, and where remains were found.
   e. Check correct block to indicate if tags were found with body or if substitute tags were furnished.

BEST DOCUMENT AVAILABLE

FM 10-57F

RECORD OF INTERMENT

DATE: 21 Sept 81

TYPE OF RECORD: [X] INITIAL [ ] SUPPLEMENTAL (Reason)

IDENTIFICATION

IMPRINT OF IDENTIFICATION TAG	LAST NAME - FIRST NAME - MIDDLE INITIAL		SERVICE NUMBER /SSN
WRIGHT, MORRIS J. 164-90-2110 A Neg. Protestant	WRIGHT, MORRIS J.		164 90 2110
	GRADE: PVT	ORGANIZATION: Co B, 66th Inf Bn, 15th Inf Div	BRANCH OF SERVICE: US ARMY
	RACE: CAU	RELIGION: PROTESTANT	COUNTRY (If not U.S.): Germany
DATE OF DEATH: 20 Sept 81	CAUSE OF DEATH: GSW in chest new heart	PLACE OF DEATH: Manhiem, Germany	WHERE REMAINS WERE FOUND (Give Grid Coordinates): CT 24361467

IDENTIFICATION TAGS FOUND ON REMAINS: [ ] ONE [X] TWO [ ] NONE

WERE SUBSTITUTE TAGS FURNISHED: [ ] YES [X] NO

MEANS OF IDENTIFICATION (other than Identification Tag): DD Form 565 (Statement of Recognition)

PERSONAL EFFECTS FOUND ON REMAINS AND DISPOSITION OF SAME

1 Wallet, browen in color, leather
1 Watch, Seiko, silver in color with initials MJW, SR#912278
2 Pictures, Wallet size
1 Ring, gold in color with initials MJW
1 Cigarette case, silver in color
2 Address Books, 1 black and 1 brown in color
1 Bible, new testament
3 Foreign Coins, silver in color.

FORWARDED TO THEATER EFFECTS DEPOT

INTERMENT (Prepare overlay and attach if other than established cemetery)

NAME, NUMBER, COORDINATES, AND LOCATION OF CEMETERY: US Armed Forces Cemetery, Erewhon Germany CT 15110523

DATE OF INTERMENT	HOUR	INTERRED IN A SHROUD, BLANKET, OR OTHER (Specify)	TYPE OF GRAVE MARKER	PLOT	ROW	GRAVE
21 Sept 81	1435	Shelter Half	Cross	D	12	575

IS THIS A REINTERMENT: [ ] YES [X] NO

NAME, NUMBER, COORDINATES AND LOCATION OF PREVIOUS CEMETERY IF A REINTERMENT

PLOT	ROW	GRAVE

TYPE OF RELIGIOUS CEREMONY	PERSON CONDUCTING CEREMONY	IDENTIFICATION DATA AND TYPE OF CONTAINER PLACED WITH REMAINS IF IDENTIFICATION TAG NOT USED
Protestant	Chaplain Anthony Meggs CPT CH	N/A

IDENTIFICATION TAG PLACED WITH REMAINS	IDENTIFICATION TAG ATTACHED TO GRAVE MARKER
[X] YES [ ] NO	[X] YES [ ] NO

REMAINS INTERRED IN GRAVE TO LEFT (When viewed from foot of grave) NAME-LAST-FIRST-MIDDLE INITIAL	GRADE	SERVICE NUMBER	ORGANIZATION	GRAVE NO.
Brown, Jay V.	PVT	554297759	66th Inf En	574
REMAINS INTERRED IN GRAVE TO RIGHT (None) Smith, Neal N.	SGT	876459008	66th Inf Bn	576

PREPARED BY (Typed Name and Signature): HAROLD G. WELLS, SGT

VERIFIED BY (Typed Name and Signature): LEONARD R. HANSON, 1LT, QMC

DD FORM 1 FEB 66 551 EDITION OF 1 JUL 61 IS OBSOLETE.

GPO 823364

1

Figure 1254. Sample entries on DD Form 551 (Record of Interment).

4. Record means of identification.

a. Attach either the statement of recognition or the certificate of medical authorities, if available.

b. Indicate which one is the means of identification in the identification block.

c. Describe items of identification value other than ID tags.

NOTE: List means of identification such as serial numbers, makes and models, and types of license.

5. List and describe the personal effects found on remains and give their disposition.

NOTE: An example would be: Sent to Theater Effects Depot on 1 Oct 81.

6. Complete interment information, using forms in case file.

a. Enter name, number, grid coordinates, and location of cemetery.

b. Enter in appropriate blocks the date, hour, type of shroud used, type of marker used, plot, row, and grave number.

c. Record if this is a reinterment.

1

NOTE: If it is a reinterment, record where remains were previously buried and what type of marker was used.

d. Record in appropriate blocks the type of religious service conducted and the person who conducted the service.

e. Record identification data and type of container used for burial, if ID tags are not used.

f. Enter in appropriate block complete information about remains buried to the left and right of remains.

g. Sign your name as person preparing the form, and obtain the signature of the person verifying it.

REFERENCES: **FM 10-63, chapter 3.**

■ 101-515-1255
MAINTAIN ALPHABETICAL INDEX FILE

CONDITIONS: You are working at a temporary cemetery. Remains have been interred in the cemetery, and your NCOIC tells you to prepare and maintain an alphabetical index file. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: file box and 3- by 5-inch cards, DD Form 1079 (Cemetery Register), and pencil.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Enter the following information on a 3- by 5-inch card for each remains. (See figure 1255.)

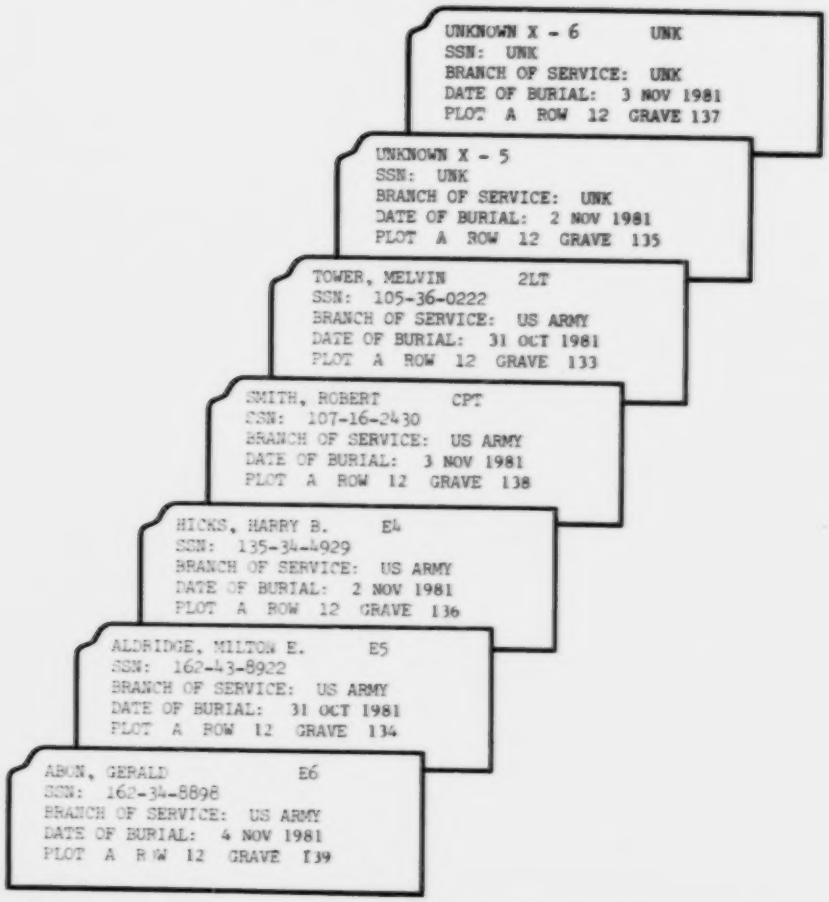

UNKNOWN X - 6 UNK
SSN: UNK
BRANCH OF SERVICE: UNK
DATE OF BURIAL: 3 NOV 1981
PLOT A ROW 12 GRAVE 137
UNKNOWN X - 5
SSN: UNK
BRANCH OF SERVICE: UNK
DATE OF BURIAL: 2 NOV 1981
PLOT A ROW 12 GRAVE 135
TOWER, MELVIN 2LT
SSN: 105-36-0222
BRANCH OF SERVICE: US ARMY
DATE OF BURIAL: 31 OCT 1981
PLOT A ROW 12 GRAVE 133
SMITH, ROBERT CPT
SSN: 107-16-2430
BRANCH OF SERVICE: US ARMY
DATE OF BURIAL: 3 NOV 1981
PLOT A ROW 12 GRAVE 138
HICKS, HARRY B. E4
SSN: 135-34-4929
BRANCH OF SERVICE: US ARMY
DATE OF BURIAL: 2 NOV 1981
PLOT A ROW 12 GRAVE 136
ALDRIDGE, MILTON E. E5
SSN: 162-43-8922
BRANCH OF SERVICE: US ARMY
DATE OF BURIAL: 31 OCT 1981
PLOT A ROW 12 GRAVE 134
ABUN, GERALD E6
SSN: 162-34-8898
BRANCH OF SERVICE: US ARMY
DATE OF BURIAL: 4 NOV 1981
PLOT A ROW 12 GRAVE 139

Figure 1255. Samples of alphabetical index cards at a temporary cemetery.

BEST DOCUMENT AVAILABLE

a. Grade or rank.
b. SSN.
c. Branch of service.
d. Date of burial.
e. Plot, row, and grave information.

2. Place index cards in alphabetical order in file box.

NOTE: For clarity of example, the cards in figure 1255 are arranged in sequence by plot letter and grave numbers. In an actual situation, you may find the only consistency will be the alphabetical filing of index cards. Cards for unknown-X remains are filled under X after the cards for any remains whose last name begins with the letter X.

REFERENCES: **FM 10-63, chapter 8.**

1

■ 101-515-1256
ASSIST WITH CEMETERY BURIAL

CONDITIONS: You are working at a temporary cemetery. Preparation for burial has been completed, and your NCOIC tells you to assist with cemetery burials. This task is performed during daylight hours in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: completed burial records, grave marker, simulated remains, and DD Form 568 (Grave Plot Chart).

STANDARD: You must complete all performance measures in sequence within 35 minutes without error.

PERFORMANCE MEASURES:

1. Transport the remains and marker to the grave site.
   a. Cover remains at all times during transport.
   b. Carry remains feet first.
   c. Make sure reverence and respect are maintained at all times.

2. Help to make a final check of the information on the identification tags and embossed plates. 1
   a. Verify that all information agrees for remains being buried.
   b. Correct any discrepancies found.

3. Enter names of remains on DD Form 568. (See figure 1253.2)
   a. Enter last name of remains in block that corresponds to grave of remains.
   b. Be sure the correct name is put in the correct block.

4. Erect the grave marker.
   a. Set marker on the centerline at the head of the grave.
   b. Place ID tag and embossed plate on the marker facing the grave. (See figure 1253.1.)
   c. Insert marker in ground so that 23 inches remain above the ground. (See figure 1253.1.)
   d. Align marker diagonally, front to rear and left to right.

REFERENCES: FM 10-63, chapter 5.

BEST DOCUMENT AVAILABLE

■ 101-515-1257

ASSIST IN MASS CASUALTY BURIALS

CONDITIONS: You are working at a temporary cemetery. Many deaths have occurred as a result of a nuclear, biological, or chemical (NBC) attack. NBC personnel are monitoring the area, and engineer personnel are on duty with their equipment. Your NCOIC has ordered you to assist in mass casualty burial procedures. This task is performed during daylight in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: survey personnel, engineer personnel, protective clothing, protective mask, blank DD Form 894 (Record of Identification Processing-Fingerprint Chart), NBC detection equipment, 3-foot iron stakes, blank embossed plates, DD Form 551 (Record of Interment), sketch overlay, DD Form 1077 (Register of Remains), engineer equipment for digging, simulated remains with effects, imprint machine, and roll of durable wire.

STANDARD: You must complete all performance measures in sequence within the time specified by your commander without error.

PERFORMANCE: MEASURES:

1. Help to prepare the sketch and overlay showing gravesite. (See figures 1257.1 and 1257.2.)

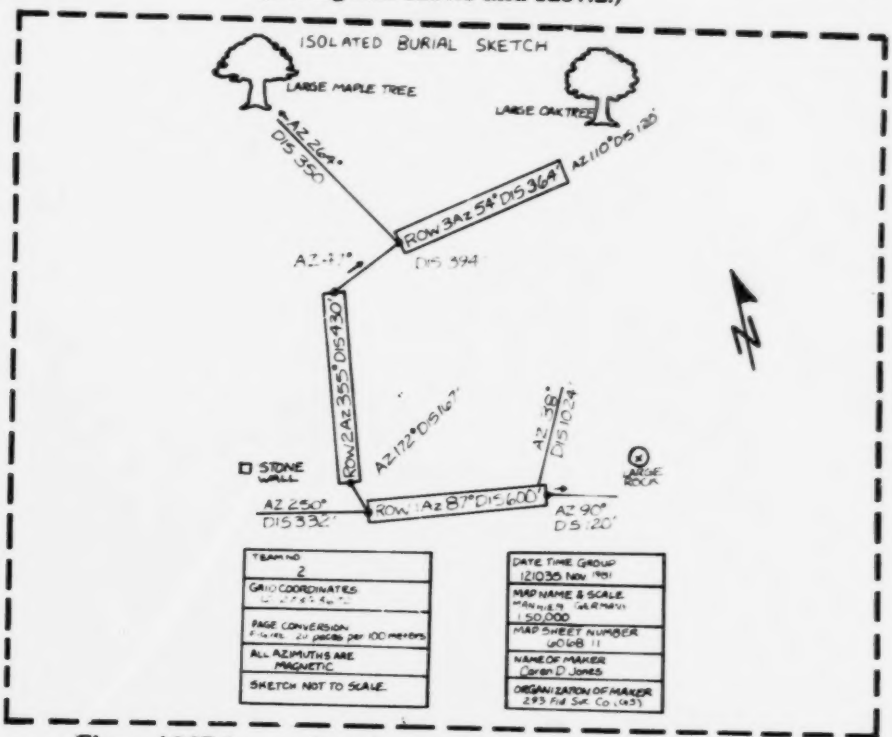

ISOLATED BURIAL SKETCH
LARGE MAPLE TREE
LARGE OAK TREE
AZ 214° DIS 350
AZ 110° DIS 120
ROW 3 AZ 54° DIS 364'
AZ 172° DIS 394
ROW 2 AZ 355° DIS 430'
AZ 172° DIS 167'
AZ 38° DIS 102'
STONE WALL
LARGE ROCK
AZ 250° DIS 332'
ROW 1 Az 87° DIS 600'
AZ 90° DIS 120'
TEAM NO 2
GRID COORDINATES
PACE CONVERSION
ALL AZIMUTHS ARE MAGNETIC
SKETCH NOT TO SCALE
DATE TIME GROUP 121035 NOV 1991
MAP NAME & SCALE
MAP SHEET NUMBER 6068 II
NAME OF MAKER Caren D Jones
ORGANIZATION OF MAKER 293 Fld Svc Co (43)

Figure 1257.1. Sample sketch of mass casualty burial site.

BEST DOCUMENT AVAILABLE

a. Prepare the overlay, showing the location of gravesite, terrain features, and prominent landmarks.

b. Record basic information about the map on the overlay and sketch.

NOTE: Include map sheet number, scale, date made, and name of the person who completed the overlay and sketch.

c. Obtain grid coordinates of the mass grave location from the survey party.

d. Prepare a sketch showing the following:

(1) Grave rows.
(2) Azimuth.
(3) Length and distance from other rows.
(4) Landmark.
(5) Grid coordinates.
(6) Magnetic north.
(7) Map sheet number and scale.
(8) Your name and the unit.

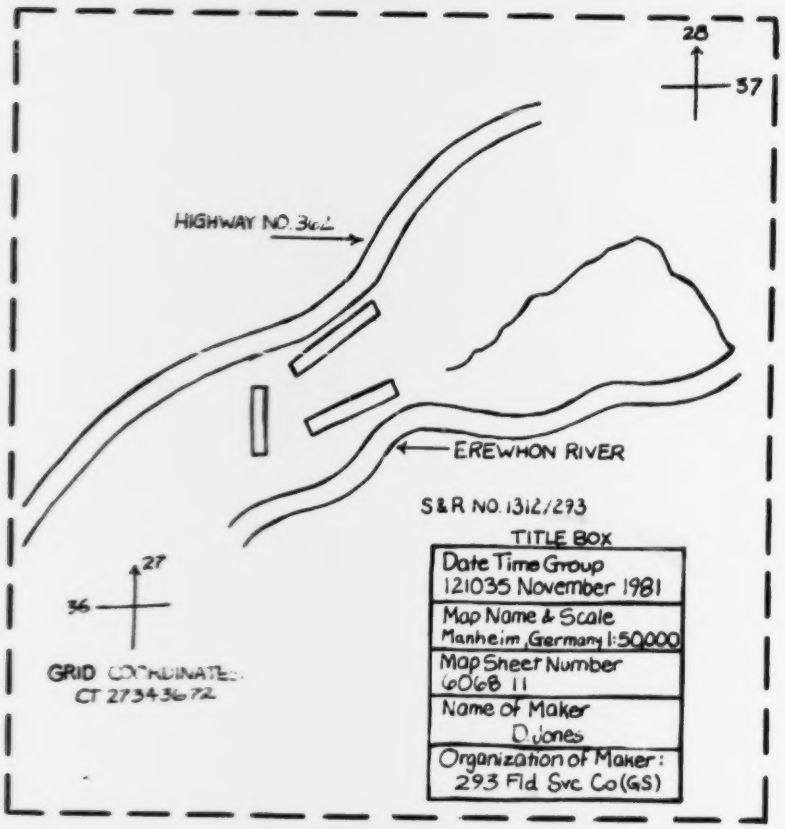


Figure 1257.2. Sample overlay of mass casualty burial site.

2. Assist in placement of rows.
   a. Make sure separate rows are used for US, allied, and enemy dead.
   b. Drive a 3-foot engineer stake or similar object into the ground at the beginning and end of each row.
   c. Prepare two embossed plates or durable tags, and attach one plate or tag to each stake at the beginning of each row.
   d. Be sure each plate or tag shows:
      (1) Row number.
      (2) Length of row.
      (3) Azimuth from beginning to end of row.
      (4) NBC agent used and date of contamination, if applicable.

3. Prepare a DD Form 551 for each remains. (See figure 1254.)
   a. Enter type and date of contamination, if applicable, on each form.
   b. Mark "mass burial" on form.
   c. Enter row and position number for each remains.

4. Examine remains at the burial site for identifying effects.
   a. List personal effects on DD Form 551, then place effects with remains for burial.
   b. Record any identification found on remains on DD Form 551.

5. Take fingerprints of all remains when possible. (See figure 1204.)
   a. Record fingerprints on DD Form 894.
   b. Record type and date of contamination, if applicable, on the form.

6. Prepare embossed plates.
   a. Enter row and position of remains in row.
   b. Verify that information on plates is correct.
   c. Attach plates to the clothing of remains.

7. Register remains on DD Form 1077. (See figure 1153.)
   a. Enter date and type of contamination, if applicable, on the form.
   b. Enter search and recovery or X numbers.
   c. Tag remains with the search and recovery number.

8. Place remains in the row.
   a. Handle remains with reverence and respect.
   b. Place remains in the row shoulder to shoulder, with no space between remains.
   c. Remove one embossed plate and one ID tag, if available, from the remains.

9. String ID tags and embossed plates on wire.

a. Remove an ID tag or embossed plate from each remains, and place it on a single, strong metal wire.

b. Place tag or plates on the wire in the same sequence in which the remains are placed in row.

c. Add row identification plate for each row as the last item of the wire-strung tags.

d. Make sure the order of the tags or plates is the same as the order in which the remains are buried.

REFERENCES: FM 10-63, chapter 3, appendixes IV, V.

1

■ 101-515-1258
PERFORM CEMETERY MAINTENANCE

CONDITIONS: You are working at a temporary cemetery. A new temporary cemetery has been established, and your NCOIC tells you and other platoon members to perform maintenance on the cemetery. This task is performed during daylight in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: shovels, brushes, paint, axes, picks, grave markers, seed, sod, and rakes.

STANDARD: You must complete all performance measures specified by your NCOIC or OIC without error.

PERFORMANCE: MEASURES:

1. Improve drainage, walkways, and roadways.
   a. Maintain correct drainage to prevent washout of grave area.
   b. Maintain walkways to prevent damage to graves and adjacent areas.
   c. Maintain roadways to prevent damage to cemetery plots and to permit safe passage within cemetery.

1

2. Erect cemetery signs.
   a. Construct installation signs.
   b. Erect sign at entrance to cemetery.

3. Replace peg markers with appropriate grave marker.

4. Raise sunken graves.
   a. Check for proper drainage at grave site.
   b. Improve drainage, if needed.
   c. Fill in sunken graves with additional soil.

5. Seed grave plots.

6. Erect fencing around cemetery to establish boundaries and prevent trespassing, using the following:
   a. Existing shrubbery, if possible.
   b. Barbed wire, wooden stakes, rocks, or transplanted shrubbery.

7. Landscape entrance to the cemetery.
   a. Make sure entrance gives a clean, orderly appearance.
   b. Use natural surroundings to best advantage.

8. Maintain grave marker alignment.
   a. Align and maintain markers front to rear, left to right, and diagonally.
   b. Make sure markers are not moved from the gravesite to which they belong.

9. Police cemetery and surrounding areas.
   a. Pick up trash and broken branches.
   b. Clean all tools at the end of day.
   c. Keep equipment and supplies in a secure area.

REFERENCES: FM 10-63, chapter 2.

1

■ 101-515-1301

PREPARE DD FORM 1078 (PLOT ROSTER OF DISINTERMENTS)

CONDITIONS: You are working in a cemetery platoon. Instructions have been received to disinter a number of remains. Your NCOIC has given you a list of remains to be disinterred and told you to prepare DD Form 1078. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 1078, completed DD Form 551 (Record of Interment) for each remains, and completed DD Form 568 (Grave Plot Chart) for each plot from which a disinterment is to be made.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE: MEASURES:

1. Prepare a DD Form 1078 for remains to be disinterred. (See figure 1301.)
   a. List names (last, first, and middle initial) in sequence of disinterment.
   b. Enter X number of unknown remains in sequence of disinterment.
   c. List grade, SSN, and branch of service.

NOTE: Enter UNK if unknown.

2. List plot, row, and grave number of remains, according to sequence of disinterment.

3. Verify information on roster with that on DD Form 551 for accuracy and completeness.

BEST DOCUMENT AVAILABLE

PLOT ROSTER OF DISINTERMENTS
ARMED FORCES CEMETERY, EWREMON, GERMANY

Date: 4 SEP 51

Name of Deceased	Grade	Service No & Br of Svc	Location		
			Plot	Row	Grave
MAYNARD, ALFRED B.	CPL	273-14-7298 US ARMY	A	1	1
BROWN, LEWIS H.	PV2	418-17-2947 US ARMY	A	2	13
HARDY, ARTHUR F.	TSGT	152-61-9072 US AIR FORCES	D	11	561
WILSON, PAUL T.	TSGT	061-35-6107 US AIR FORCES	D	11	562
CARTER, RONALD M.	SSG	235-94-8106 US ARMY	E	7	652
READ, JAMES N.	PV2	312-81-4658 US ARMY	E	7	653
TAYLOR, WILLIAM P.	PFC	509-26-4357 US ARMY	E	9	675
PHILLIPS, EUGENE A.	SGT	403-69-1850 US ARMY	E	10	687

DD FORM 1078, 1 Jan 58 Replaces DA Form 1311-R, 1 Feb 56, which is obsolete

1

Figure 1301. Sample entries on DD Form 1078 (Plot Roster of Disinterments).

REFERENCES: FM 10-63, chapters 3 and 8.

■ 101-515-1302
DISINTER REMAINS

CONDITIONS: You are working at a temporary cemetery. Orders have been received to vacate the cemetery. Your NCOIC has given you a DD Form 1078 which lists names of remains to be disinterred and has told you to disinter the remains. This task is performed in garrison or simulated combat during daylight hours under all environmental conditions. Duty uniform will be worn. Resources required: labor personnel, remains and personal effects, shovels, picks, sifters, litters, shrouding materials, disinfectant containing deodorizer and insecticide, spray apparatus, completed DD Form 1078 (Plot Roster of Disinterment), and 3- by 5-inch tags with string or wire fasteners.

STANDARD: You must complete all performance measures in sequence within 45 minutes without error.

PERFORMANCE: MEASURES:

1. Make a trench disinterment when all the graves in a plot are to be disinterred.
2. Excavate entire row by digging a wide shallow trench over the bodies.
3. Make sure the grave markers are not removed.
4. Excavate each remains separately after the trench has been dug.
5. Make a single disinterment by digging within the normal bounds of a single grave, insuring that adjacent graves are not damaged.
6. Dig in all directions if remains cannot be located at the 3 1/2-foot level. Dig until hardened condition of soil indicates that no burial was possible.
7. Spray remains with disinfectant.
8. Check to make sure contaminated remains are properly marked.
9. Place a tag marked with the large letter C on contaminated remains.
10. On the tag, enter the manner in which remains became contaminated.

11. Remove remains from grave.
   a. Lower the litter or improvised litter into the grave.
   b. Use necessary sanitation procedures in handling remains.
   c. Place remains on litter.

12. Search grave and soil around remains for identifying effects and portions of remains.
   a. Search the grave area to locate ID effects, personal effects, or portions of remains.
   b. Place on the litter any additional items found with the remains.
   c. Shroud remains.

13. Place marker with remains.
   a. Verify that the information on the marker corresponds to information on the remains.
   b. Notify NCOIC if there is conflicting information.

14. Refill empty grave.
   a. Fill in empty grave to conform to surrounding area.
   b. Have OIC inspect gravesite to see that it has been restored to its original state.

15. Police area around grave.
   a. Search the area for any foreign objects or personal effects.
   b. Have NCOIC inspect cemetery area.

16. Transport remains and effects to the processing area.

REFERENCES: FM 10-63, chapters 6 and 7.

■ 101-515-1303

PREPARE DD FORM 895 (DISINTERMENT RECORD)

CONDITIONS: You are working in a cemetery platoon. Remains have been disinterred, and your NCOIC tells you to prepare DD Form 895. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 895 (Disinterment Record), pencil, simulated remains, and grave markers.

STANDARD: You must complete all performance measures in sequence within 10 minutes without error.

PERFORMANCE: MEASURES:

1. Record date remains were disinterred. (See figure 1303.)
2. Record name (last, first, and middle initial), grade, and SSN of remains or unknown X number.
3. Record name and location of the cemetery (city, town, and country).
4. Record plot, row, and grave number.
5. Check information on remains and on marker for agreement.
6. Record any discrepancies found.
7. Record any additional data about the disinterment.

NOTE: Indicate if remains were not found after searching the gravesite.

BEST DOCUMENT AVAILABLE

DISINTERMENT RECORD	Date of Disinterment: 9 Dec 81		
Last Name First Name Middle Initial: Briggs, Clarence H.	Grade: MSC	Service Number: 690-73-0551	
Cemetary: US Armed Forces Cemetery, Ewrehon, Germany	Plot: A	Row: 8	Grave: 90

Discrepancies

Two identification tags found on the remains.
One reads: Briggs, Clarence H. 690-73-0551, A+ Catholic
The other tag reads: Hall, John A. 690-73-0551 O+ Baptist

Additional Data Obtained from Disinterment Processing

Remains of Briggs, Clarence H. 690-73-0551 disinterred from adjacent grave. (Plot A, Row 8, Grave 89).

Organization Making Disinterment	Name and Signature of Officer-In Charge
613th FLD SVC CO (GS)	WILLIAM A. MARSH, 1LT, QMC

DD Form 895, 1 Feb 56

Figure 1303. Sample entries on DD Form 895 (Disinterment Records).

REFERENCES: **FM 10-63, chapters 6 and 8.**

SECTION IV

IDENTIFICATION AND EFFECTS SPECIALIST (57F1)

TASK NUMBER	TITLE	PAGE
	THEATER EFFECTS DEPOT OPERATIONS	
101-515-1351	Receive personal effects	2-102
101-515-1352	Process effects	2-103
101-515-1353	Pack personal effects for shipment	2-104

1

■ 101-515-1351
RECEIVE PERSONAL EFFECTS

CONDITIONS: You are working at a theater effects depot. Personal effects have been brought to the depot, and your NCOIC has ordered you to receive the personal effects. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 1076 (Record of Personal Effects--Military Operations), personal effects, personal effects bag with seal, pencil, and secured area for storing the effects.

STANDARD: You must complete all performance measures within 20 minutes without error.

PERFORMANCE MEASURES:

1. Compare the inventory of effects given on DD Form 1076 with the personal effects received at the depot. (See figure 1155.)
   a. Verify that all items are included and correctly identified.
   b. Begin an immediate investigation if items are missing.

2. Inventory personal effects jointly with the person who delivered them.
   a. Place a check in column 10a of DD Form 1076 as each item is named and verified.

NOTE: If any personal effects items received at the depot are not listed on DD Form 1076, add them to the listing on the form.

   b. Make sure that items listed are separated from those not listed.
   c. Return all effects to the personal effects bag.
   d. Reseal effects bag in presence of person delivering effects.

3. Sign for effects received.
   a. Enter your unit designation and sign at the bottom of the reverse side of DD Form 1076.
   b. Give one copy of the signed receipt to the person who delivered the effects.
   c. Retain one copy of the theater effects file.

4. Safeguard personal effects at all times.

REFERENCES: AR 638-1, chapter 3.

■ 101-515-1352
PROCESS PERSONAL EFFECTS

CONDITIONS: You are working at a personal effects depot. Personal effects have been received, and your NCOIC tells you to process the effects. This task is performed in garrison under all environmental conditions. Duty uniform will be worn. Resources required: personal effects, DA Form 54 (Record of Personal Effects–Outside Combat Areas), bond paper, carbon paper, onionskin paper, and a commercial or military laundry list.

STANDARD: You must complete all performance measures in sequence within the time specified by your NCOIC or OIC without error.

PERFORMANCE MEASURES:

1. Remove soiled items from personal effects.
   a. Prepare a laundry list for items that must be laundered or drycleaned.
   b. Clean soiled items that do not require laundering.
2. Identify items that must be removed from the inventory.
   a. Remove blood-stained items.
   b. Remove mutilated, unsanitary, and unrepairable items.
   c. Remove organizational clothing and equipment and other government property.
3. Identify and remove items which may be embarrassing or derogatory to the next of kin.
   a. Screen and separate letters and pictures.
   b. Remove obscene or pornographic material.
4. Identify and remove items which may be hazardous.
   a. Look for ammunition, explosives, and flammable materials.
   b. Remove hazardous items from personal effects.
5. Identify and remove items that have no apparent worth or sentimental value.
6. Record on DD Form 54 effects that will be sent and to whom they will be sent.
7. List items to be destroyed.

NOTE: Destroy items in the presence of a witness after approval of OIC.

REFERENCES: AR 638-1, chapter 2.

■ 101-515-1353
PACK PERSONAL EFFECTS FOR SHIPMENT

CONDITIONS: You are working as a member of a theater effects depot. Personal effects have been inventoried, and your NCOIC tells you to pack personal effects for shipment. This task is performed in garrison. Duty uniform will be worn. Resources required: packing materials, banding machine, bands, clips, crimper, personal effects, prepared DA Label 18 (Indicia Label for Mailing), and shipping orders.

STANDARD: You must complete all performance measures in sequence within 25 minutes without error.

PERFORMANCE MEASURES:

1. Pack personal effects in fiberboard box or wooden box.
   a. Place all effects on a worktable.
   b. Measure the length, width, and height of the pile in front of you.
   c. Select a box slightly larger than the dimensions of the effects.
   d. Cushion all fragile items.
   e. Fold clothing neatly and place in box on top of all other items of personal effects.
   f. Place cushioning material on top of clothing.
   g. Place a copy of the inventory list and two copies of shipping orders on top of the personal effects.

2. Close the box.
   a. Fold inner flaps of fiberboard box over effects, and brush glue on top part of the flap.
   b. Fold outer flap over inner flap, and turn container upside down until glue is dry.

NOTE: If wooden box is used, nail lid on the box.

3. Tape the fiberboard box.
   a. Turn box right side up.
   b. Center 2-inch masking tape and apply it lengthwise over the seam of the outer flaps.

NOTE: Tape must be long enough to cover at least 2 inches on the adjacent panel of the box.

   c. Center the 2-inch masking tape and apply it to the edge seams of box.

4. Strap box for reinforcement.
   a. Place flat metal strapping lengthwise around box.
   b. Apply tension to band with banding machine.
   c. Affix seal or metal clamp to overlapping part of strapping with crimper.
   d. Place flat metal stripping girthwise around box and repeat performance measures a and c above.

5. Mark box for shipment by attaching DA Label 18 (Indicia Label for Mailing).

6. Move container to shipping area.

REFERENCES:

AR 638-1, chapter 2.
TM 743-200-1, chapter 3.

1

SECTION V

SECTION CHIEF (57F2)

TASK NUMBER	TITLE	PAGE
	SEARCH AND RECOVERY OPERATIONS	
101-515-2101	Prepare personnel and equipment for movement	2-108
101-515-2102	Move personnel to recovery site	2-109
101-515-2103	Conduct search for remains	2-111
101-515-2104	Direct recovery operations	2-112
101-515-2105	Examine completed recovery documents for accuracy	2-113
	COLLECTING POINT OPERATIONS	
101-515-2151	Set up collecting point	2-114
101-515-2152	Direct receiving procedures for remains and effects	2-116
101-515-2153	Select methods to establish tentative identification	2-118
	MORTUARY/CENTRAL IDENTIFICATION LABORATORY OPERATIONS	
101-515-2201	Organize receiving area	2-121
101-515-2202	Receive remains and effects at mortuary	2-123
101-515-2203	Evaluate personal possessions used for identification	2-124
101-515-2204	Direct fingerprint identification procedures	2-126
101-515-2205	Direct dental identification procedures	2-128
101-515-2206	Compare dental chart with dental records	2-130
101-515-2207	Examine recording of anatomical conditions on DD Form 893 (Record of Identification Processing–Anatomical Chart) for errors	2-137
101-515-2208	Direct skeletal layout of bones	2-139
101-515-2209	Examine the recording of skeletal condition on DD Form 892 (Record of Identification Processing–Skeletal Chart) for errors	2-140
101-515-2210	Direct sanitation procedures in the preparation room	2-142
101-515-2211	Direct the preparation of remains for shipment	2-144
101-515-2212	Escort remains for final interment	2-146
	TEMPORARY BURIAL OPERATIONS	
101-515-2251	Direct the preparation for burial of remains	2-147
101-515-2252	Conduct temporary burials of remains	2-150
101-515-2253	Conduct mass casualty burials	2-152
	DISINTERMENT OPERATIONS	
101-515-2301	Prepare for disinterring remains	2-155
101-515-2302	Conduct disinterring of remains	2-156
101-515-2303	Inspect prepared DD Form 895 (Disinterment Record)	2-157
	THEATER EFFECTS DEPOT OPERATIONS	
101-515-2351	Direct receiving of effects	2-158
101-515-2352	Direct the processing of effects	2-159

■ 101-515-2101
PREPARE PERSONNEL AND EQUIPMENT FOR MOVEMENT

CONDITIONS: You are working in a graves registration platoon. Your team has been selected for a search and recovery mission. Your immediate supervisor has told you to prepare personnel and equipment for movement. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: specialized personnel and equipment, report of briefing information, mission equipment and supplies.

STANDARD: You must complete all performance measures without error within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Request specialized personnel and equipment.
   a. Determine what type of specialized personnel is needed.

NOTE: For example, NBC personnel might be needed.

   b. Request needed personnel.
   c. Determine what equipment will be needed.
   d. Tell personnel to bring their own equipment or request needed equipment.

2. Brief personnel on the mission.
   a. Assign an area and duties to each person.
   b. Furnish the necessary map and overlay.
   c. Give the exact information, if available, on remains to be sought in the area.

3. Request transportation.
   a. Determine the amount and type of transportation needed.
   b. Determine what type of transportation is available.

4. Conduct a predeployment inspection.
   a. Check to see that personal equipment is serviceable and accounted for.
   b. Check all graves registration TOE equipment.
   c. Make sure enough rations and water are on hand for the mission.
   d. Make sure communications are set up and maintained during the mission.

REFERENCES: FM 10-63, chapter 3.
FM 29-114, chapter 3.

■ 101-515-2102
MOVE PERSONNEL TO RECOVERY SITE

CONDITIONS: You are working in a graves registration platoon. Your team has been selected for a search and recovery mission. Your immediate supervisor has told you to move personnel to the recovery site. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: compass, map, protractor, and recovery equipment.

STANDARD: You must complete all performance measures without error within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Plot the grid azimuth on the military map.
   a. Find your position on the map.
   b. Pinpoint recovery site on the map.
   c. Draw a straight line between and through the two points until the line crosses the north/south grid line.
   d. Place the index of your protractor at the point where the line that you drew crosses the north/south grid line.
   e. Turn the protractor so that the baseline is on the north/south grid line.

2

NOTE: Now 0° is north and 180° is due south.

   f. Read on the scale the number that touches the line you drew.

NOTE: This is the grid azimuth of the recovery site.

2. Change the grid azimuth to a magnetic azimuth.
   a. Find the declination diagram at the bottom of the map.

NOTE: The declination diagram has three reference or baselines, which are true north, magnetic north, and grid north.

   b. Find the magnetic north line (symbol is a half arrowhead) and the grid north line (symbol is GN).
   c. Find the difference in degrees between grid north and magnetic north to find what is called the G-M angle.
   d. Add the number of the G-M angle to the number of your grid azimuth if magnetic north is to the left of grid north.
   e. Write this number down as your magnetic azimuth.

3. Convert the map distance to pace count.

4. Make a map reconnaissance of route.
   a. Select terrain features.
   b. Find out if the terrain will affect your pace count.

5. Move to the starting point.

6. Use the lensatic compass to plan the method of movement to the recovery site.
   a. Remove the compass from the carrying case and open it.
   b. Hold the compass level and fixed with both hands.
   c. Sight the compass by turning your body slowly in the direction of the magnetic azimuth.
   d. Align the magnetic azimuth with the sighting slot above the lens and the sighting wire.
   e. Select a prominent terrain feature in the line of sight. Show the terrain feature to your point man, and have him guide on it.

7. Halt the team when the point man reaches the selected terrain feature.

8. Ask for the pace count, and compute the distance from the objective.

2

9. Repeat performance measures 6, 7, and 8 until you reach your objective.

10. Conduct a detailed terrain analysis, after you reach your objective, to confirm your location.

REFERENCES: FM 21-26, chapter 5.

■ 101-515-2103
CONDUCT SEARCH FOR REMAINS

CONDITIONS: You are working in a graves registration platoon. Your NCOIC has told you and your team to search for remains that were not recovered before combat elements moved out of the battle area. This task is performed during daylight hours in simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: security teams and simulated remains.

STANDARD: You must complete all performance measures without error within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Request security teams.
2. Brief the leader of the security team about the area to be searched.
3. Have the security teams reconnoiter the search area as necessary.
4. Enter the search area only after friendly forces have secured the area and established an observation post.
5. Determine the search methods to be used.
6. Determine the type of recovery to be made.

NOTE: For example, are the remains to be recovered from the site of an amphibious landing or an airplane crash?

7. Check the area for mines and boobytraps.
8. Check to see if the area is densely forested.
9. Organize the search teams.
   a. Divide the personnel into search teams.
   b. Choose a leader for each team.
10. Have each team leader brief his team on the places it will search.
11. Make sure the teams search all areas where remains might be found.

REFERENCES: FM 10-63, chapter 3.
FM 21-26, chapters 3, 5, and 6.

2

■ 101-515-2104

DIRECT RECOVERY OPERATIONS

CONDITIONS: You are working in a graves registration platoon. Remains have been found, and your immediate supervisor has selected you to direct the recovery of a specific number of remains. This task is performed during daylight in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: mission equipment and supplies, DD Form 567 (Record of Recovery of Remains), DD Form 896 (Field Search Record), and simulated remains.

STANDARD: You must complete all performance measures without error, within the time specified by NCOIC or OIC.

PERFORMANCE MEASURES:

1. Direct the recovery of remains.
   a. Make sure the remains are placed in a human remains pouch or other suitable shrouding material such as a poncho.
   b. Make sure each remains is tagged with a recovery number and an evacuation number.
   c. Make sure field medical cards are secured to each remains.
   d. Check to make sure all personal effects on and around each remains are placed in an effects bag and secured to the remains.
   e. Check to make sure a sketch showing the recovery site is prepared.
   f. Check to make sure DD Form 567 is prepared. (See figure 1108.)
   g. Check to make sure a DD Form 896 (Field Search Record) is prepared for each remains. (See figure 1104.3.)
   h. Check to make sure the sketch shows the exact location of the recoveries and indicates the relative positions of the remains.
   i. Check to make sure the recovery site is marked with a marked wooden peg.
2. Check to make sure personal effects and identifying effects are gathered.
3. Check to make sure portions of remains are associated with the correct remains.
4. Check to make sure personal and identifying effects are associated with the correct remains.
5. Check to make sure the effects are sealed in a bag to prevent them from being pilfered or lost and that the bag is secured to the remains or to the remains pouch.
6. Check to make sure effects are protected from body fluids.

REFERENCES: FM 10-63, chapter 3.
FM 21-26, chapters 1 through 5 and 7.

■ 101-515-2105

EXAMINE COMPLETED RECOVERY DOCUMENTS FOR ACCURACY

CONDITIONS: You are working in a graves registration platoon. You are on a search and recovery team. Your immediate supervisor has directed you to examine DD Form 567 (Record of Recovery of Remains) for accuracy. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: sketch of recovery site, recovery site overlay, and DD Form 567.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Check the accuracy of the recovery site sketch. (See task 101-515-1106.)
   a. Examine the sketch for the map sheet number and scale.
   b. Examine the sketch for exact recovery site.
   c. Examine the sketch grid coordinates.
   d. Examine the sketch for the number of remains recovered.
   e. Examine the sketch for the search and recovery number and unit making the recovery.
   f. Examine the sketch for outstanding landmarks such as mountains, rivers, and streams.

2. Check the accuracy of the recovery site overlay. (See task 101-515-1107 and figure 1107.)
   a. Examine the overlay for the map sheet number, name of country, scale, and field search number.
   b. Examine the overlay for the unit making the search, date and time group, and name of the originator.
   c. Examine the overlay for grid register marks or grid coordinates and search and recovery number.
   d. Examine the overlay for the area to be searched and prominent landmarks such as a main supply route.

3. Check the accuracy of DD Form 567. (See task 101-515-1108 and figure 1108.)
   a. Examine the record for completeness.
   b. Examine the record for errors.

REFERENCES: FM 10-63, chapter 3.
FM 10-286, chapter 4, figure I-4.

■ 101-515-2151
SET UP COLLECTING POINT

CONDITIONS: You are working in a graves registration platoon. You have been placed in charge of setting up the collecting point operational site. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: records and forms received with remains, case files, personal effects and equipment received with remains, DD Form 1076 (Record of Personal Effects--Military Operations), processing table, personal effects bags, metal seals, and local unit SOP.

STANDARD: You must complete all performance measures in sequence within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Select a site.
   a. Check the maps to determine which areas have natural screening and a road network.
   b. Study situation maps to determine which location would best serve supported troops.
   c. Make a reconnaissance of the areas to determine the most suitable area for a collecting point.

NOTE: If possible, coordinate with the medical unit in your area.

2. Direct the placement of tents and equipment.
   a. Determine where the processing tents should be located.
   b. Select a location for storing equipment.
3. Select an area for erecting screening material.
4. Select an entrance for vehicles by establishing a one-way road system.
5. Establish a records system.
   a. File blank records by type, form number, and date.
   b. Prepare case files of search and recovery records.
   c. Prepare a file of records to be forwarded.
6. Provide security for remains and effects.
   a. Appoint a guard for the remains awaiting evacuation.
   b. Obtain a container with a lock for the personal effects.
   c. Instruct personnel in the security procedures for remains and effects.
   d. Select an area for securing remains and effects.
   e. Make sure only authorized persons have access to the security area.

7. Assign duties to collecting point personnel.
   a. Assign personnel to process remains for tentative identification.
   b. Assign a records clerk.
   c. Assign a personal effects recorder.
   d. Assign security personnel.
   e. Assign evacuation team members.
   f. Assign additional duties as required.

REFERENCES:

FM 10-63, chapter 3.
FM 10-297, chapter 4.

■ 101-515-2152

DIRECT RECEIVING PROCEDURES FOR REMAINS AND EFFECTS

CONDITIONS: You are working at a collecting point. You have been placed in charge of receiving and processing remains delivered to your collecting point. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, DD Form 567 (Record of Recovery of Remains), DD Form 1076 (Record of Personnel Effects--Military Operations), DD Form 1077 (Register of Remains), map of recovery site, map overlay, personal effects and equipment received with remains, processing table, personal effects bag and metal seal.

STANDARD: You must complete all performance measures in sequence within 25 minutes without error.

PERFORMANCE MEASURES:

1. Inspect documents for accuracy.
   a. Check DD Form 567 for discrepancies. (See figure 1108.)
   b. Check the recovery site sketch for discrepancies.
   c. Compare the recovery site overlay with the map for discrepancies.

2. Direct the inventory of personal effects.
   a. Check to make sure the remains is accompanied by personal effects.
   b. Determine which items are considered personal effects.
   c. Determine which items in the effects may aid in tentative identification.
   d. Compare the inventory list with the effects that were received.
   e. Correct discrepancies on DD Form 1076.

3. Safeguard personal effects.
   a. Place personal effects in a personal effects bag.
   b. Place a copy of the DD Form 1076 in the personal effects bag.
   c. Seal the personal effects bag with a metal wire seal.
   d. Record the seal number on DD Form 1077 (Register of Remains). (See figure 1153.)

4. Check the information recorded on DD Form 1077 for accuracy.
   a. Check collecting point information for discrepancies.
   b. Check information about each remains for discrepancies.
   c. Check evacuation information for discrepancies.

REFERENCES:

FM 10-63, chapters 3 and 4.
FM 10-286, chapter 2.
FM 10-297, chapter 4.
AR 638-1, chapter 3.

BEST DOCUMENT AVAILABLE

■ 101-515-2153

SELECT METHODS TO ESTABLISH TENTATIVE IDENTIFICATION

CONDITIONS: You are working at a collecting point. You have been placed in charge of identification processing of remains received in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, DD Form 565 (Statement of Recognition), DA Form 1380 (US Field Medical Card), DD Form 894 (Record of Identification Processing–Fingerprint Chart), fingerprint kit, search and recovery reports, military records, and accordion-type envelopes.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Examine information on DD Form 1380. (See figure 2153.1.)
   a. Check the card to see if it was signed by authorized medical personnel.
   b. Check the remains and the field medical card to determine the cause of death.

2

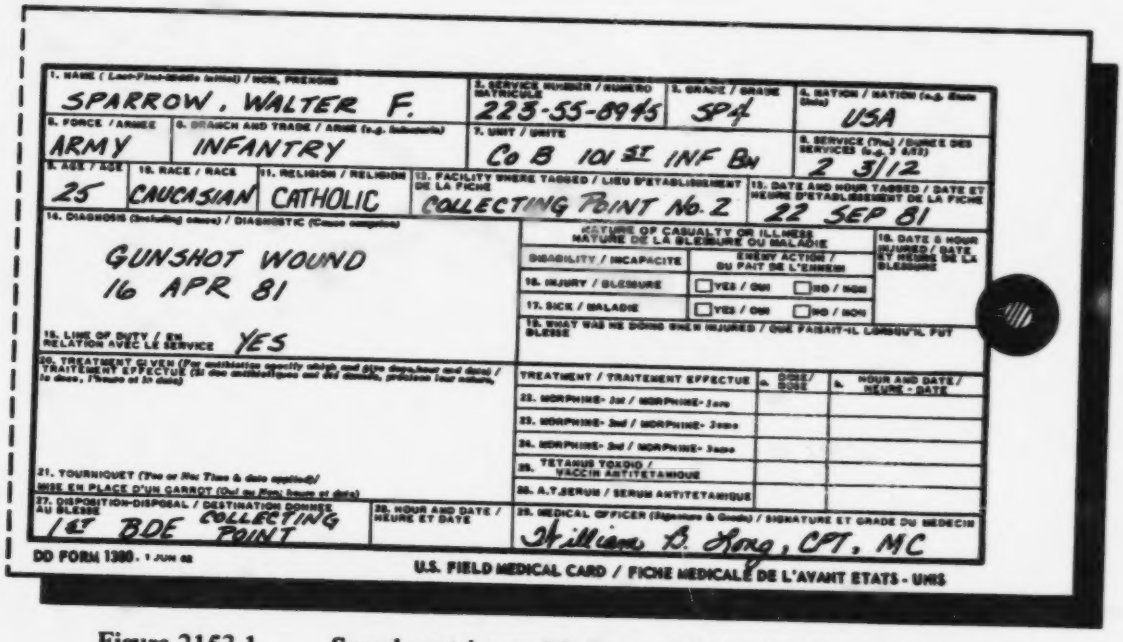

1. NAME (Last-First-Middle initial) / NOM, PRENOMS
SPARROW, WALTER F.
2. SERVICE NUMBER / NUMERO MATRICULE
223-55-8945
3. GRADE / GRADE
SP4
4. NATION / NATION
USA
5. FORCE / ARMEE
ARMY
6. BRANCH AND TRADE / ARME
INFANTRY
7. UNIT / UNITE
Co B 101st INF Bn
8. SERVICE / SERVICE DES
2 3/12
9. AGE / AGE
25
10. RACE / RACE
CAUCASIAN
11. RELIGION / RELIGION
CATHOLIC
12. FACILITY WHERE TAGGED / LIEU D'ETABLISSEMENT DE LA FICHE
COLLECTING POINT No. 2
13. DATE AND HOUR TAGGED / DATE ET HEURE D'ETABLISSEMENT DE LA FICHE
22 SEP 81
14. DIAGNOSIS / DIAGNOSTIC
GUNSHOT WOUND
16 APR 81
NATURE OF CASUALTY OR ILLNESS / NATURE DE LA BLESSURE OU MALADIE
DISABILITY / INCAPACITE
ENEMY ACTION / DU FAIT DE L'ENNEMI
16. INJURY / BLESSURE
YES / OUI
NO / NON
17. SICK / MALADIE
YES / OUI
NO / NON
18. DATE & HOUR SUSTAINED / DATE ET HEURE DE LA BLESSURE
15. LINE OF DUTY / EN RELATION AVEC LE SERVICE
YES
18. WHAT WAS HE DOING WHEN INJURED / QUE FAISAIT-IL LORSQU'IL FUT BLESSE
19. TREATMENT GIVEN / TRAITEMENT EFFECTUE
TREATMENT / TRAITEMENT EFFECTUE
a. DOSE / DOSE
b. HOUR AND DATE / HEURE - DATE
22. MORPHINE - 1st / MORPHINE - 1ère
23. MORPHINE - 2nd / MORPHINE - 2ème
24. MORPHINE - 3rd / MORPHINE - 3ème
25. TETANUS TOXOID / VACCIN ANTITETANIQUE
26. A.T. SERUM / SERUM ANTITETANIQUE
21. TOURNIQUET / GARROT
27. DISPOSITION-DISPOSAL / DESTINATION DONNEE AU BLESSE
1st BDE COLLECTING POINT
28. HOUR AND DATE / HEURE ET DATE
29. MEDICAL OFFICER / SIGNATURE ET GRADE DU MEDECIN
William B. Long, CPT, MC
DD FORM 1380
U.S. FIELD MEDICAL CARD / FICHE MEDICALE DE L'AVANT ETATS - UNIS

Figure 2153.1. Sample entries on DD Form 1380 (US Field Medical Card).

BEST DOCUMENT AVAILABLE

c. Check the information on the card to make sure it agrees with information on the remains.

2. Determine if fingerprints should be taken for identification.

a. Check remains to determine if they are in an advanced state of decomposition.

b. Check condition of fingers to determine if fingerprints can be taken at a later date.

STATEMENT OF RECOGNITION

Date: 15 Sep 81

The remains which I have [X] personally viewed [ ] seen photographs of are those of

Name (Last, First, MI)	Grade	Service No.	Organization:
Sparrow, Walter F.	Sp4	223-55-8945	Co B, 101st Inf Bn

Recognition is based upon personal acquaintance covering a period of 6 (Months).

I recognize the remains because of the following (Facial features, scars, birthmarks, or other unusual features);

Tattoo of a ship on left forearm.
2-inch scar on right cheek.
Large wart on thumb of right hand.

Typed Name of Person Making Statement		Verified by (Typed Name of OIC)
Ralph P. Shanton		Charles S. Brandon
Grade: SGT	Service No: 478-53-5787	Grade: 1LT QMC
Organization: Co B, 101st Inf Bn		Organization: 613th Field Service Co.
Signature:		Signature:

DD Form 565
FEB 56

Figure 2153.2. Sample entries on DD Form 565 (Statement of Recognition).

3. Examine the identification information recorded on DD Form 565. (See figure 2153.2.)
   a. Check the means used in identifying the remains.
   b. Check the statement to determine the length of time the person making the statement knew the deceased.
   c. Check to make sure at least two people made statements.
   d. Check to make sure the persons making the statements have signed them.
   e. Check to make sure the signatures were verified by a responsible person.

4. Direct additional processing.
   a. Check on available transportation to determine when remains can be shipped.
   b. Check available identification and make sure sufficient identification information is recorded.
   c. Contact persons to make statements of recognition if this has not been done.
   d. Make sure the skeletal remains are laid out to determine the presence of extra bones or the absence of bones.

5. Check to see that search and recovery reports and identification records are accounted for.

6. Prepare a folder for records to be forwarded with the remains.

7. File the records in the folder that will accompany remains.

REFERENCES:

FM 10-63, chapter 3.
FM 10-286, chapter 2.

■ 101-515-2201

ORGANIZE RECEIVING AREA

CONDITIONS: You are working at a mortuary. Remains are being shipped from a collecting point. Your NCOIC has assigned you the duty of organizing the receiving area. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: mortuary log, flow chart, actual or simulated remains, and assigned personnel.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Assign receiving personnel.
   a. Determine personnel available.
   b. Select reliable personnel to receive the remains.
   c. Assign duties to specific personnel.
2. Control the receipt of remains.
   a. Set up a flow chart to show the order of processing remains.
   b. Set up a mortuary log to register incoming remains. (See figure 2201.)
   c. Set up a numbering system for processing.
3. Coordinate work of assigned personnel to develop teamwork.

2

BEST DOCUMENT AVAILABLE

MORTUARY LOG	NAME OF MORTUARY LOCATION				REMAINS RECEIVED THIS PAGE FROM_____ Month, Year TO_____ Month, Year		
Evacuation No.	Name, Grade, SSN or Collecting Point X-Number	Processing No.	Organization of Deceased	Personal Effects Seal No.	Date Received	Date Shipped / Destination	Comments

NOTE: Any permanent-type ledger may be used for a mortuary log. The basic identification information, as illustrated, must be provided in this log. Other columns may include other data as needed by those responsible for maintaining this log.

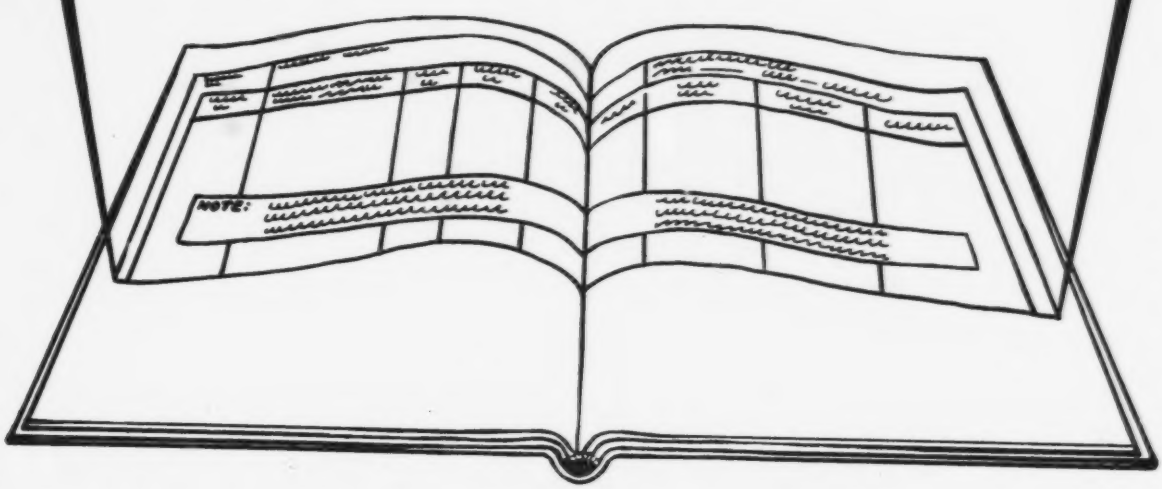


Figure 2201. Suggested format for mortuary log.

REFERENCES:

AR 638-1, chapter 1.
FM 10-286, chapter 2.
FM 22-100, chapters 2, 4, and 7.

■ 101-515-2202

RECEIVE REMAINS AND EFFECTS AT MORTUARY

CONDITIONS: You are working at a mortuary. Remains have been delivered to the mortuary. Your NCOIC tells you to receive all remains and effects using the correct procedures. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: processing table, surgical gloves, scissors, tags, mission equipment and supplies, mortuary log, simulated remains, personal effects, and assisting personnel.

STANDARD: You must complete all performance measures in sequence within 15 minutes without error.

PERFORMANCE MEASURES:

1. Check to make sure processing numbers are assigned to remains.
   a. Check to make sure processing tags are tied to the remains.
   b. Check the mortuary log to see if the processing number matches the one on the tag.
   c. Make sure numbers on all forms match the numbers on the tags.

2. Assign teams to process remains.
   a. Check remains to determine the extent of identification processing required.
   b. Assign an identification and records specialist to examine remains for identification information.
   c. Assign a records clerk to record identification information.
   d. Coordinate work of teams receiving remains and effects.

2

REFERENCES:
FM 10-286, chapter 2.
AR 638-40, chapter 7.
FM 22-100, chapters 2, 4, and 7.

■ 101-515-2203

EVALUATE PERSONAL POSSESSIONS USED FOR IDENTIFICATION

CONDITIONS: You are working at a mortuary in the identification and records section. Effects have been delivered to the mortuary. The NCOIC has directed you to evaluate the personal possessions used for identification. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: processing table, personal effects, individual clothing and equipment, mission equipment and supplies, DD Form 890 (Record of Identification Processing (Effects and Physical Data)), and local unit SOP.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

2

1. Determine the value of identification information from personal effects.
   a. Check items of personal effects for markings.
   b. Check markings to determine if they can be used as a means of identification.

2. Have identification information from personal effects recorded on DD Form 890. (See figure 1203.)

3. Determine the value of identification information obtained from military equipment.
   a. Check serial numbers.
   b. Check name and SSN.
   c. Check unit identification.

4. Have identification information from military equipment recorded on DD Form 890.

5. Examine the identification information recorded on DD Form 890.
   a. Check information concerning the remains to make sure the correct name or unknown number, SSN, and grade are recorded.
   b. Make sure information from official identification found with remains is correctly recorded.
      (1) Check to make sure information found on identification tags is correctly recorded.
      (2) Check to make sure the imprint of the identification tag is legible and is placed in the space provided.

(3) Check to make sure information from official papers is correctly recorded.

c. Check the information recorded from clothing and equipment found with the remains to make sure all items that could aid identification are included.

d. Check the entries in the blocks for laboratory examination to be sure they are correct.

e. Check the entries on the physical descriptions to make sure they are correct.

REFERENCES:

FM 10-63, chapter 4.
FM 10-286, chapter 2.

2

■ 101-515-2204

DIRECT FINGERPRINT IDENTIFICATION PROCEDURES

CONDITIONS: You are working at a mortuary in the identification and records section. All remains received at a mortuary must be fingerprinted if possible. Your NCOIC has placed you in charge of fingerprinting remains. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, processing table, blank DD Form 894 (Record of Identification Processing--Fingerprint Chart), type II fingerprint kit, cleaning fluid, and paper towels.

STANDARD: You must complete all performance measures without error within the time specified by your NCOIC or OIC.

PERFORMANCE MEASURES:

1. Make sure fingers of deceased are clean. (See figure 1204.)
   a. Inspect the fingers for foreign matter.
   b. Determine the type of cleaning material needed to clean the fingers.

2

2. Check the fingers to see that they are dry before they are inked.

3. Direct the preparation of fingerprinting equipment.
   a. Inspect the roller and inking plate to make sure they are clean.
   b. Check to see that the correct amount of ink is applied to the plate.
   c. Check to see that the ink is evenly distributed on the surface of the plate.
   d. Check to see if the fingerprint chart is placed correctly on the tabletop and cardholder.

4. Complete the upper portion of the DD Form 894 for the remains being printed.

5. Direct the recording of impressions on DD Form 894.
   a. Check to make sure the roll method of fingerprinting is used.
   b. Check to make sure the entire bulb area, to the first joint, is rolled on the inking plate.
   c. Check to make sure the inked finger is rolled on the corresponding space of the fingerprint chart.
   d. Check to make sure even pressure is applied during the rolling process.

6. Examine the completed fingerprint chart for accuracy.
   a. Check the fingerprint impression to determine if too much or too little ink was used.
   b. Check the fingerprint impressions to determine if any are smeared.

NOTE: If too much or too little ink was used or if fingerprints are smeared, reprint the impressions on a new card.

   c. Check the legibility of each impression.
   d. Compare the fingerprint impressions with the fingers for skin defects or scarred tissue.

7. Inspect fingerprint equipment after use to make sure it is clean.
   a. Inspect the inking plate.
   b. Inspect the roller.

8. Check to make sure the ink tube is tightly closed and no ink is on the outside of the tube.

9. Store the equipment in the container for fingerprint equipment.

REFERENCES: **FM 10-63, appendix III.**
FM 10-286, appendix G.

2

■ 101-515-2205

DIRECT DENTAL IDENTIFICATION PROCEDURES

CONDITIONS: You are working in the identification and records section of a mortuary. An unknown remains has been received at the mortuary. Your NCOIC has assigned you the duty of directing dental identification procedures. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, processing table, completed DD Form 891 (Record of Identification Processing--Dental Chart), dental mirror, toothbrush, flashlight, cotton swabs, and local unit SOP.

STANDARD: You must complete all performance measures in sequence within 30 minutes without error.

PERFORMANCE MEASURES:

1. Direct personnel as they set up equipment and position remains to make sure they follow correct procedures.

2. Have them place equipment on adjacent table.

2

3. Have them clean teeth and remove all foreign matter from teeth.

4. Review the recording of dental information on DD Form 891. (See figure 1205.)
   a. Make sure the name, grade, SSN, evacuation number, and search and recovery number are entered on the chart.
   b. Make sure the name of the mortuary is entered on the chart.

5. Observe the ID specialist charting teeth to make sure he uses correct dental identification techniques.
   a. Make sure he begins at the upper right side of the decedent's dental arch (tooth No. 1).
   b. Make sure he checks the upper teeth from right to left and lower teeth from left to right.
   c. Make sure he records accurately the fillings, caries, and surface of the teeth.

6. Check to make sure he records the condition of the teeth in the CONDITIONS blocks.

7. Check to make sure he records accurately all dental characteristics, conditions, and abnormalities checked on the back of the DD Form 891.

8. Check to make sure he records all types of dentures on the back of the chart.

9. Counsel personnel to make sure they use correct dental identification procedures.

REFERENCES:

FM 10-63, appendix I.
FM 10-286, appendix F.

2

■ 101-515-2206

COMPARE DENTAL CHART WITH DENTAL RECORDS

CONDITIONS: You are working in the identification section of a mortuary. Dental chart of remains has been prepared, and you have the dental records. Your NCOIC tells you to compare the dental chart with the dental records. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 891 (Record of Identification Processing--Dental Chart), SF 603 (Health Record--Dental), and DD Form 897 (Physical and Dental Comparison Chart).

STANDARD: You must complete performance measures 2 through 7 in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Request SF 603 from the medical facility.
   a. Determine the medical facility that served the casualty.
   b. Check with the medical facility to see if it has the casualty's records.
   c. Obtain the record from the medical facility.

2

2. Review SF 603 for accuracy and to make sure names on SF 603 and DD Forms 891 and 897 agree.

3. Check information on the back of the SF 603 to make sure it agrees with the restorations and missing teeth shown on the front dental diagram.

4. Record on the "NAME" side of the DD Form 897 the dental information from SF 603. (See figures 2206.1 and 2206.2.)

5. Record the estimated or known height, weight, and age of the deceased on DD Form 897.

6. Record dental information from DD Form 891 on DD Form 897 in the "REMAINS OF" section. (See figure 2206.3.)
   a. Review information on DD Form 891 to see that information on the teeth diagram agrees with the information on restorations and missing teeth.
   b. Transcribe information on restorations and missing teeth to the opposite side of DD Form 897.

7. Look for similarities in the two lists on DD Form 897. (See figure 2206.3.)
   a. Compare the teeth on each line for similar restorations.
   b. Compare the teeth on each line that have no restorations.
   c. Compare the two lists for missing teeth.

BEST DOCUMENT AVAILABLE

FM 10-57F

GENERAL SERVICES ADMINISTRATION
INTERAGENCY COMMITTEE ON MEDICAL RECORDS
FPMR 101-11.806-8—OCTOBER 1974

HEALTH RECORD — **DENTAL**

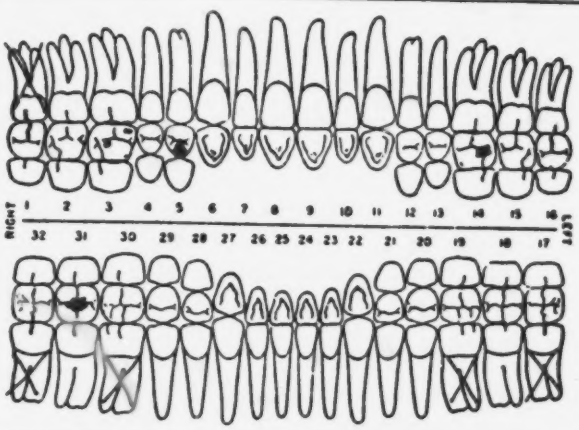
SECTION I. DENTAL EXAMINATION

1. PURPOSE OF EXAMINATION: [ ] INITIAL [ ] SEPARATION [ ] OTHER (Specify)

2. TYPE OF EXAM. [ ]

3. DENTAL CLASSIFICATION [ ]

4. MISSING TEETH AND EXISTING RESTORATIONS



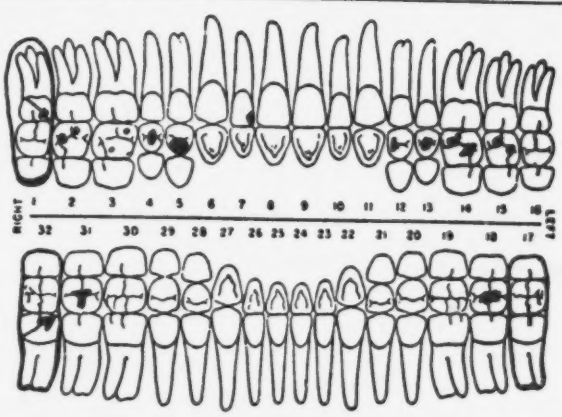
REMARKS

PLACE OF EXAMINATION: Ewrehon, Germany

DATE: 5 Sep 81

SIGNATURE OF DENTIST COMPLETING THIS SECTION: Robert B. Keeter, CPT, DC

5. DISEASES, ABNORMALITIES, AND X-RAYS



A. CALCULUS: [ ] SLIGHT [ ] MODERATE [ ] HEAVY

B. PERIODONTOCLASIA: [ ] LOCAL [ ] GENERAL; [ ] INCIPIENT [ ] MODERATE [ ] SEVERE

C. STOMATITIS (Specify)

[ ] GINGIVITIS [ ] VINCENT'S

D. DENTURES NEEDED (Include dentures needed after indicated extractions)

FULL		PARTIAL	
U	L	U	L

ABNORMALITIES OF OCCLUSION—REMARKS

E. INDICATE X-RAYS USED IN THIS EXAMINATION

[X] FULL MOUTH PERIAPICAL [X] POSTERIOR BITE-WINGS [ ] OTHER (Specify)

DATE: 11 Sep 81

PLACE OF EXAMINATION: Ewrehon, Germany

SIGNATURE OF DENTIST COMPLETING THIS SECTION: Orville R. Love CPT, DC

SECTION II. PATIENT DATA

6. SEX	7. RACE	8. GRADE, RATING, OR POSITION	9. ORGANIZATION UNIT	10. COMPONENT OR BRANCH	11. SERVICE, DEPT., OR AGENCY
M	C	PVT	Co B 101st Inf Bn	Infantry	Army

12. PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	13. DATE OF BIRTH (DAY—MONTH—YEAR)	14. IDENTIFICATION NO.
WRIGHT, MORRIS J.	14 Jun 59	164 90 2110

NSN 7540-00-634-4179

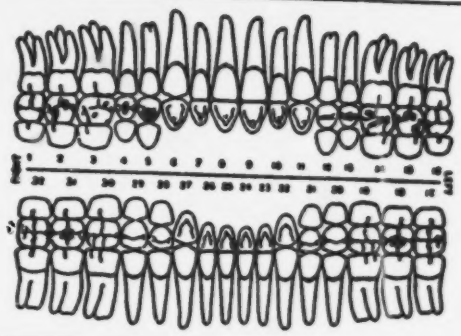
DENTAL
Standard Form 603
603-103

Figure 2206.1. Sample entries on front of SF 603 (Health Record--Dental).

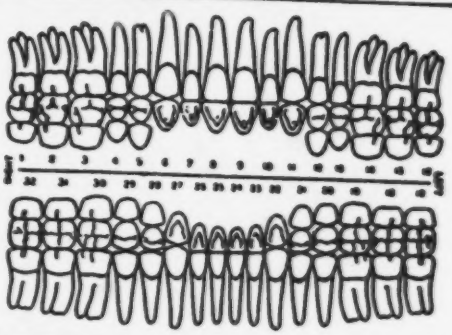
BEST DOCUMENT AVAILABLE

SECTION III. ATTENDANCE RECORD

18. RESTORATIONS AND TREATMENTS (Completed during service)



19. SUBSEQUENT DISEASES AND ABNORMALITIES



REMARKS

REMARKS

17. SERVICES RENDERED

DATE	DIAGNOSIS--TREATMENT	CLASS	OPERATOR AND DENTAL FACILITY	INITIALS
12 Sep	Type I examination		Ewrehon, Germany	
12 Sep	Car #2, O-Am, O-Am	3	Robert B. Kester	RBK
12 Sep	Car #3, O-Am, O-Am		Robert B. Kester	RBK
13 Sep	Car #4, O-Am		Robert B. Kester	RBK
13 Sep	Car #5, MOD-Am		Robert B. Kester	RBK
13 Sep	Car #7, FM-Sil		Robert B. Kester	RBK
13 Sep	Car #12, O-Am		Robert B. Kester	RBK
15 Sep	Car #13, O-Am	2	Robert B. Kester	RBK
15 Sep	Car #14, O-AM, O-Am		Robert B. Kester	RBK
22 Sep	Car #15, O-Am, O-Am		Robert B. Kester	RBK
22 Sep	Car #18, O-Am		Orville R. Love	ORL
22 Sep	Car #31, O-Am		Orville R. Love	ORL
		1	Orville R. Love	ORL

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME: WRIGHT, MORRIS J.

* U.S. GPO: 1979-0-311-133/3183

Figure 2206.1. (Continued) Sample entries on back of SF 603 (Health Record--Dental).

BEST DOCUMENT AVAILABLE

PHYSICAL AND DENTAL COMPARISON CHART

REMAINS OF WRIGHT, Morris J. 164 90 2110		NAME WRIGHT, Morris J. 164 90 2110	
1	X	1	X
2	O-AM O-AM	2	O-A O-AM
3	O-AM O-AM	3	O-AM O-AM
4	O-AM Chipped	4	O-AM
5	MODL-AM	5	MOD-AM
6		6	
7	FML-Sil	7	ML-Sil
8		8	
9		9	
10		10	
11		11	
12	O-AM	12	O-AM
13	O-AM	13	O-AM
14	O-AM O-AM	14	O-AM O-AM
15	O-AM O-AM	15	O-AM O-AM
16		16	
17	X	17	X
18	O-AM	18	O-AM
19	X	19	X
20		20	
21		21	
22		22	
23		23	
24		24	
25		25	
26		26	
27		27	
28		28	
29		29	
30	X	30	X
31	O-AM	31	O-AM
32	X	32	X
ESTIMATED HEIGHT 5' 11 1/2"		HEIGHT 6' 0"	
ESTIMATED WEIGHT 170		WEIGHT 172 lb	
ESTIMATED AGE 22		AGE 22 yr 2 mo 22 days	
HAIR Dark Brown		HAIR Dark Brown	
REMARKS Blood Type: O Neg Eyes: Brown		Blood Type: O Neg Eyes: Brown	

DD Form 897, 1 Feb 56 Replaces OQMG Form 1961, 23 Feb 51, which is obsolete.

2

Figure 2206.2. Sample entries on DD Form 897 (Physical and Dental Comparison Chart).

BEST DOCUMENT AVAILABLE

RECORD OF IDENTIFICATION PROCESSING
DENTAL CHART

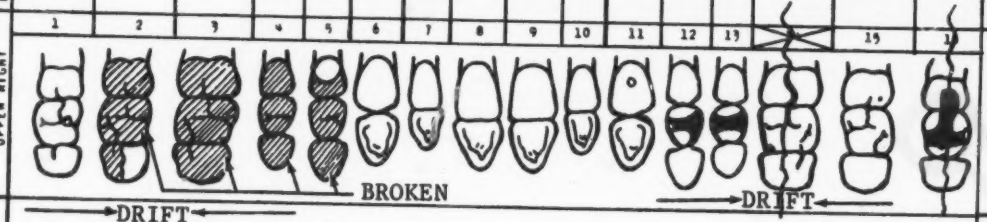
LAST NAME - FIRST NAME MIDDLE INITIAL (or unknown number)	GRADE	SERVICE NO./SOCIAL SECURITY ACCT NO.
Unknown X 6090 BTB Reed, Arthur D.	PVT	143 20 9860

NAME OF CEMETERY, EVACUATION NUMBER, OR SEARCH AND RECOVERY NUMBER	PLOT	ROW	GRAVE
EVAC No. 2919/293 S&R No. 362/293			

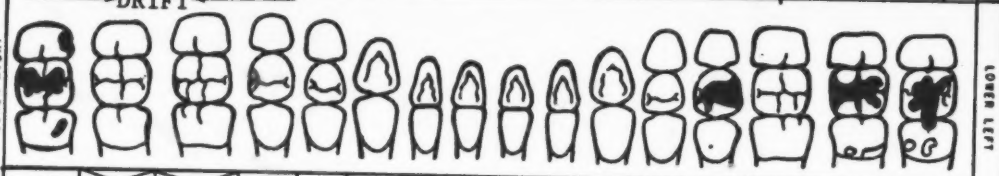
MARKING ABBREVIATIONS:
P-Facial O-Occlusal D-Distal AM-Amalgam -Fil-Filling Perc-Porcelain Back-Backing
L-Lingual M-Mesial I-Incisal CR-Crown Plas-Plastic Sil-Silicate Pac-Facing

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CARIES	0										F					
RESTORATIONS												DOM AM	MOD AM		O-AM; O-AM	FOM AM

UPPER RIGHT / UPPER LEFT



LOWER RIGHT / LOWER LEFT



	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17
RESTORATIONS	D-AM K-AM LM-AM												MOD AM		MO-AM	FO-AM
CARIES				DO									0		F,FD	FM,F

THE FOLLOWING CONDITIONS WILL BE INDICATED IF PRESENT (Describe in detail in Remarks section)

	MOTTLED ENAMEL		ROTATION		FRACTURED ENAMEL	X	IRREGULARITY OF ALIGNMENT
	ENAMEL HYPOPLASIA		UNERUPTED TEETH	X	FRACTURES OF TEETH		UNUSUAL RESTORATIONS
	EROSION		MALOCCLUSION		RETAINED DECIDUOUS TEETH		UNUSUAL APPLIANCES
X	ABRASION		SUPERNUMERARY TEETH		ABNORMAL INTERDENTAL SPACES		MALPOSED TEETH

PREPARED BY (Typed Name and Signature)
Alfred I. Breen
ALFRED I. BREEN, SP4, Spec

VERIFIED BY (Typed Name and Signature)
Ben J. Bliss
BEN J. BLISS, GS 13, Identification Spec.

DD FORM 1 FEB 54 891 REPLACES DD FORM 888, 1 SEP 51, WHICH IS OBSOLETE (for Army use only).

Figure 2206.3. Sample entries on front of DD Form 891 (Record of Identification Processing–Dental Chart).

BEST DOCUMENT AVAILABLE

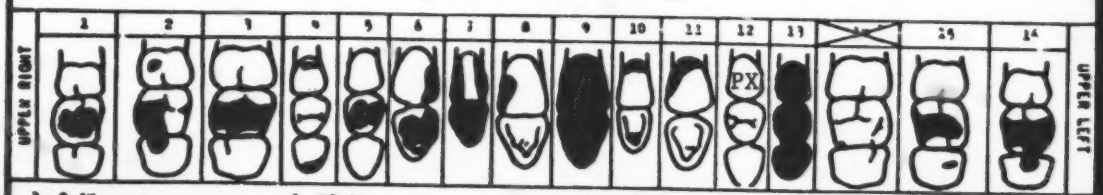
FM 10-57F

DENTURES (Photos): DESCRIBE DENTURES INCLUDING NATURAL TEETH REPLACED AND TEETH WHICH HAVE RETAINING CLASPS. (For example: Lower Acrylic Partial Denture with Lingual Bar, replacing Teeth nos. 27, 28, 29, 30, 31, 32. Clasps on natural teeth nos. 28 and 29) SHOW ANY NUMBERS OR LETTERS APPEARING ON DENTURE.

REMARKS (If no abnormalities are found make notation to that effect)

1. Wear on No. 8 and 9.
2. No. 2, 3, 4, and 5 are broken.
3. Maxilla is fractured at No. 14 and 16.
4. No. 24 is in a slight lingual position.

EXAMPLE METHOD OF PREPARATION



1. O-AM
2. OOL-AM; F-AM
3. MOD GOLD FILL
4. F-GOLD FILL; ML-AM
5. MO-AM
6. ML-GOLD FILL
7. 3/4 GOLD CR
8. O-PORC FILL
9. PORC-CR
10. F-PORC FILL; L-AM
11. MF-PORC FILL
12. PR-POSTPUMOUSLY MISSING
13. GOLD-CR
14. MISSING
15. MO-AM; L-AM
16. MODL-AM

2

Figure 2206.3. **(Continued) Sample entries on back of DD Form 891 (Record of Identification Processing–Dental Chart).**

8. Determine the major differences between the two lists.

9. Enter differences in the remarks section of DD Form 897 unless the differences are so great that the two records could not possibly be for the same remains.

10. Have completed work verified.

a. Gather DD Form 891, DD Form 897, and SF 603.

b. Review information concerning the remains to make sure the records belong to the same remains.

c. Send records to the identification specialist for further identification processing.

REFERENCES:

FM 10-63, appendix I.
FM 10-286, appendix H.

2

■ 101-515-2207

EXAMINE RECORDING OF ANATOMICAL CONDITIONS ON DD FORM 893 (RECORD OF IDENTIFICATION PROCESSING--ANATOMICAL CHART) FOR ERRORS

CONDITIONS: You are working in the identification and records section of a mortuary. Remains are being processed at the mortuary. Your NCOIC has instructed you to see that the anatomical conditions of a remains are correctly recorded on DD Form 893. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: personal effects, processing table, DD Form 893 (Record of Identification Processing--Anatomical Chart), measuring tape or stick, assigned mortuary personnel, water and simulated remains.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Check to see that the clothing has been removed.

2. Check to make sure all sides of remains are examined for identification marks.

3. Check the condition of the remains to determine that all body marks can be seen.
   a. Check closely for tattoos or birthmarks if remains are burned.
   b. Check to see if discoloration could be mistaken for a birthmark if remains are in an advanced state of decomposition.
   c. Check closely for old scars and wounds that could be overlooked when remains are severely wounded.

4. Check to see that identifying markings are recorded and described on DD Form 893. (See figure 1206.)

5. Examine the outline on the chart to see if the locations of the identification markings match those on the remains.

6. Check to see that identifying marks are described in detail in the remarks section.
   a. Check to see if abnormalities are described.
   b. Check to see if birthmarks and tattoos are described.
   c. Check to see if wounds and injuries are described.

2

7. Check to see that the CONDITION OF REMAINS block is complete.

a. Check the remains to determine the condition that should be recorded.

b. Determine if remains are intact, and make sure missing parts are indicated if remains are not intact.

c. Make sure the degree of the burn is recorded if remains are burned.

8. Check to see that the height of the deceased is measured.

a. Make sure personnel use a 7-foot wooden stick with the inches and feet indicated by lines for easy reading.

NOTE: A cross section should be attached to the base as an anchor to hold the stick in place while the measurement is being made.

b. Make sure the deceased is laid on his back and is stretched out flat on the processing table.

c. Make sure the cross section of the stick rests behind the heel of the deceased.

d. Make sure the measurement is read from the top of the head of the deceased.

2

9. Examine the completed chart for accuracy.

a. Compare the name, grade, and SSN on the chart with the other records for the deceased.

b. Review each recorded identifying mark to be sure it is accurately described.

c. Make sure the correct condition blocks are checked.

d. Correct any errors.

REFERENCES: **FM 10-63, chapter 4 and appendix II.**
FM 10-286, appendix D.

■ 101-515-2208

DIRECT SKELETAL LAYOUT OF BONES

CONDITIONS: You are working in the identification and records section of a mortuary central identification laboratory. A skeletal remains has been received, and your NCOIC tells you to see that it is laid out in the correct anatomical sequence. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: skeletal remains, processing table, surgical gloves, and nylon or bristle brush.

STANDARD: You must complete all performance measures in sequence within 25 minutes without error.

PERFORMANCE MEASURES:

1. Check to see that bones are cleaned of foreign matter.
   a. Inspect bones to see if any foreign matter is present.
   b. Have bones brushed, washed, or wiped free of dirt, debris, and decomposed flesh.

2. Check to see that bones are laid out correctly.
   a. Check the bones to see if they are laid out with the correct end up.
   b. Check the layout of bones to see if right and left bones are on the right and left sides of the layout.
   c. Check the bones to see if they are laid out in the correct anatomical order.

3. Check to make sure the number of bones is correct.
   a. Determine if bones are missing.
   b. Name the missing bones.
   c. Count the number of like bones if there seems to be more than the normal number.
   d. Segregate the extra bones.
   e. Name the extra bones.

REFERENCES: FM 10-63, chapter 4.
FM 10-286, chapter 2

2

■ 101-515-2209

EXAMINE THE RECORDING OF SKELETAL CONDITION ON DD FORM 892 (RECORD OF IDENTIFICATION PROCESSING--SKELETAL CHART) FOR ERRORS

CONDITIONS: You are working at a mortuary. A skeletal remains has been processed, and your NCOIC selected you to examine for errors the information recorded on DD Form 892. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 892, processing table, surgical gloves, FM 10-286, skeletal remains, osteometric board, and local unit SOP.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

2

1. Compare DD Form 892 with layout. (See figure 1208.)
   a. Check for missing bones.
   b. Check to see that the missing bones are shaded in on the chart.

2. Inspect the bones to determine condition, such as shattered, burned, or fractured.

3. Check to see that the shattered, burned, or fractured bones are marked on DD Form 892.

4. Select long bones to be measured for height after the race has been determined by the anthropologist.
   a. Determine which long bones are present.
   b. Direct the measurement of long bones.
   c. Determine which long bones will provide the most accurate information for height.
   d. Make sure the bones selected for measurements are not chipped or broken on the ends.

5. Measure the bones with the osteometric board.
   a. Place the long bones to be measured between the end plates of the osteometric board.
   b. Read the metric measurements from the inside of the movable end plate.

6. Compare the metric measurements found by the osteometric board with the trotter table in FM 10-286.

a. Compare the measurement average with length of the bones used in measurement.

b. Correlate the measurement on the trotter table for the correct race with the height estimate.

7. Check to see that the information on the skeletal measurements has been recorded accurately.

a. Determine which bones were measured and whether they were the right or the left bones.

b. Make sure all of the measurements of the bones measured are entered.

c. Check to see that the estimated height has been correctly recorded on the chart.

8. Have the identification specialist review the work for accuracy.

REFERENCES:

FM 10-63, appendix II.
FM 10-286, appendixes E and J.

■ 101-515-2210

DIRECT SANITATION PROCEDURES IN THE PREPARATION ROOM

CONDITIONS: You are working as a member of a mortuary or central identification laboratory. Remains are in the preparation room, and your immediate supervisor tells you to direct sanitation procedures in the room. This task is performed indoors in garrison or simulated combat. Duty uniform will be worn. Resources required: simulated remains, embalming tables, embalming equipment, embalming fluids, chemical sanitizers, surgical gloves, gowns or smocks, mops, running water, and assigned mortuary personnel.

STANDARD: You must complete all performance measures in sequence within 20 minutes without error.

PERFORMANCE MEASURES:

1. Check to make sure sanitation practices are followed.
   a. Check the records of remains to see if remains are contaminated or contagious.
   b. Check to make sure personnel handling remains are wearing surgical gloves.
   c. Make sure personnel wash thoroughly any area of their skin that comes in contact with the remains.
   d. Make sure personnel wash thoroughly before leaving the preparation room.
   e. Make sure personnel do not eat while in the preparation room.
   f. Make sure only authorized personnel are allowed in the preparation room while remains are being processed.

2. Direct the use of instruments and equipment.
   a. Make sure instruments and equipment are used for their intended purpose.
   b. Instruct personnel in the correct use of instruments and equipment.

3. Inspect instruments and equipment after use.
   a. Check to make sure personnel use strong disinfecting liquid and chemicals while cleaning equipment.
   b. Check all items used to make sure they have been cleaned.
   c. Make sure all instruments are left out to dry before they are stored.

NOTE: Use an autoclave for disinfecting surgical instruments when available.

4. Inspect the preparation room for cleanliness after use.

a. Check the sinks to see that water has been drained and sinks are clean.

b. Check the embalming table to see that the table and drain channels are clean.

c. Check to see that floors have been mopped with disinfectants and excess water removed with a floor squeegee.

d. Check to make sure all soiled disposable items have been disposed of.

e. Check to see that floors have been dried.

f. Check to make sure reusable garments have been readied for laundering.

g. Check to make sure preparation room has been sprayed with disinfectants and deodorizers.

REFERENCES:

AR 638-40, chapter 7.
FM 10-63, chapter 7.

■ 101-515-2211

DIRECT THE PREPARATION OF REMAINS FOR SHIPMENT

CONDITIONS: You are working as a member of a mortuary or central identification laboratory. Remains have been processed, and your immediate supervisor tells you to direct the preparation of remains for shipment. This task is performed indoors in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: transfer case, blankets, plastic sheeting or plastic bag, cotton sheet, surgical gloves, gown, clothing for remains, assigned mortuary personnel, and simulated remains.

STANDARD: You must complete all performance measures in sequence within 15 minutes without error.

PERFORMANCE MEASURES:

1. Check to make sure remains is correctly wrapped.
   a. Check to see that a cotton sheet is wrapped and fastened around remains.
   b. Check to see that plastic sheeting covers wrapped remains and that it is correctly sealed.

2

2. Inspect the uniform or clothing to make sure it is clean and serviceable.
   a. Check to see if the uniform is complete.
   b. Check to see if the uniform is clean and pressed.
   c. Check to make sure there are no tears or rips in the uniform and clothing.
   d. Check to make sure all buttons are on the uniform or clothing.
   e. Check to make sure the authorized awards and decorations are on the uniform.

3. Direct the placing of clothing and documents in the shipping container.
   a. Check to make sure the clothing is tied with string, cord, or rope and placed inside the container.
   b. Check to make sure the documents are placed in an envelope or folder, which is tied or taped to the inside of the container.

4. Check to make sure the activated desiccant is placed inside the shipping container.

5. Direct the placement of seals and shipping labels on the shipping container.

a. Insure that the seals are placed on the shipping containers.

b. Check the information of the shipping labels to make sure it is accurate and legible.

c. Check to make sure the shipping labels are taped to the top of the shipping container.

6. Direct the loading of shipping containers.

a. Determine the number of containers to be loaded for transporting.

b. Check to make sure the remains are loaded feet first.

c. Check to see that the remains are handled in a reverent manner.

NOTE: If remains must be loaded on top of each other, make sure remains of female personnel are placed on the top row.

REFERENCES: AR 638-40, chapter 7.

■ 101-515-2212

ESCORT REMAINS FOR FINAL INTERMENT

CONDITIONS: You are working as a member of a mortuary or a central identification laboratory. You have been selected for escort duty, and your immediate supervisor tells you to escort remains for final interment. Class A uniform will be worn. Resources required: casket and shipping container, flag, case documents pertaining to remains, local unit escorting briefing paper, blank DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses), and VA Form 40-1330 (Application for Headstone or Marker).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

2

1. Obtain instructions on escort responsibilities and shipping procedures.
   a. Contact the mortuary officer for information concerning the remains.
   b. Check with the mortuary personnel about transportation arrangements.
   c. Report to the mortuary officer for an escort briefing.
2. Obtain the case documents, including all related papers for travel, reimbursement requests, and request for headstone marker.
3. Turn the remains and documents over to the receiving funeral director or his authorized representative.

NOTE: Contact the receiving funeral director for transportation from common carrier to the funeral home if a representative of the funeral home does not meet you at the terminal.

4. Drape and secure flag over the shipping case.
5. Accompany the funeral director to the funeral home.
6. Offer to assist the next of kin during funeral service and burial.
7. Offer to explain the use of DD Form 1375 and VA Form 40-1330 to next of kin and assist in filling out these forms.

REFERENCES:

AR 638-40, chapter 12.
FM 22-5, chapter 9.
TC 638-1.

■ 101-515-2251

DIRECT THE PREPARATION FOR BURIAL OF REMAINS

CONDITIONS: You are working as a member of a cemetery platoon. Remains are being received, and your immediate supervisor tells you to direct the preparation for burial of the remains. This task is performed in garrison or simulated combat under favorable environmental conditions. Duty uniform will be worn. Resources required: simulated remains, open graves, administrative tent, processing tent, lumber, hammer, nails, saw, embossed plate, embossing machine, sixpenny nails, 3- by 5-inch index cards, blanket, shelter half or poncho, and DD Form 551 (Record of Interment).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

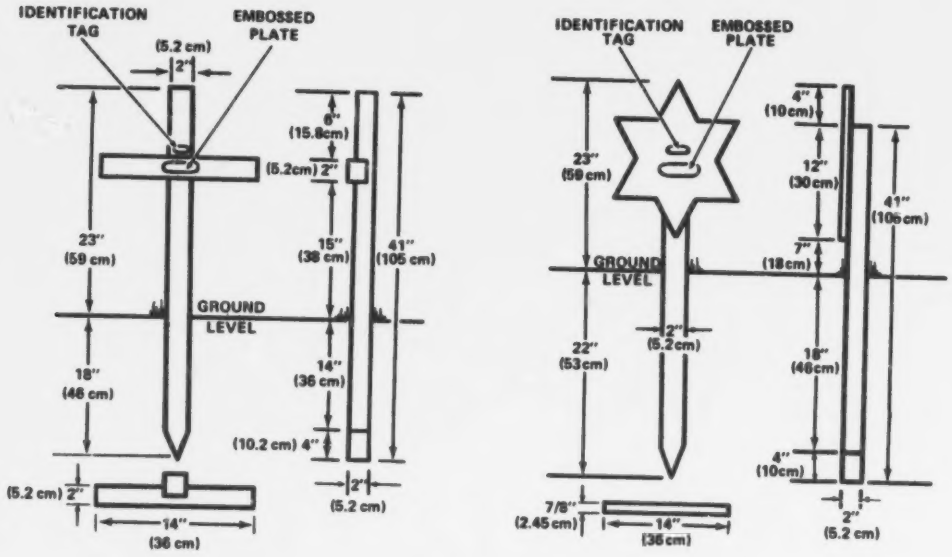
1. Determine the number and location of open graves.
2. Notify the administrative personnel.
3. Notify the processing personnel.
4. Assign a grave for each remains.
5. Assign the proper grave marker for each remains.
6. Direct the construction of grave markers. (See figure 2251.)
7. Check to make sure the embossed plates are correctly prepared.
   a. Check the first line for grade and name of deceased (first name, middle initial, last name).
   b. Check the second line for SSN and organization.
   c. Check the third line for date of death.
   d. Check the fourth line for grave location.

NOTE: Check for correct plot letter, row number, and grave number.

   e. Check X number and grave number on embossed plates for unidentified remains.
   f. Check to make sure the grave number assigned to remains is printed correctly on the embossed plate.
8. Check to make sure a 3- by 5-inch index card is prepared as each remains is buried in the cemetery.

2

BEST DOCUMENT AVAILABLE



NOTE: It is permissible to use lumber that dresses down to 1 7/8 inches in constructing temporary markers.

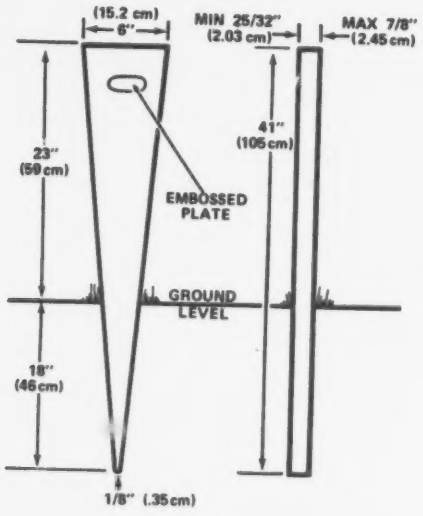


Figure 2251. Grave Markers.

9. Check to make sure the index card is prepared correctly.
   a. Check the name, grade, SSN, and branch of service of the deceased.
   b. Check the date of burial, plot, row, and grave number.

10. Make sure the index cards are filed alphabetically by name of deceased.

11. Direct the shrouding of remains for burial.
   a. Have remains buried in the clothes in which they were received.
   b. Make sure temporary shrouding material is used, such as poncho, blanket, shelter half, or mattress cover.

12. Check prepared DD Form 551 for errors. (See figure 1254.)

REFERENCES: FM 10-63, chapter 5.

■ 101-515-2252

CONDUCT TEMPORARY BURIALS OF REMAINS

CONDITIONS: You are a section chief working as a member of a cemetery platoon. Remains have been received, and your immediate supervisor tells you to conduct temporary burials of remains. This task is performed outdoors in garrison or simulated combat under favorable environmental conditions. Duty uniform will be worn. Resources required: simulated remains, DD Form 568 (Grave Plot Chart), markers, flags, tamper, shovels, embossed plates, identification tags, and DD Forms 551 (Record of Interment).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

2

1. Make sure the information on the remains, marker, grave, and DD Form 551 agrees.
   a. Make a final check to make sure the identification tag and the embossed plate fastened to the remains agree with the plate and tag attached to the marker.
   b. Make sure the unknown X number or the name and SSN indicated on DD Form 551 agree with the corresponding information on the remains and marker.

2. Review the entries on DD Form 568 for accuracy. (See figure 1253.2.)
   a. Make sure all burials in a particular plot or section of the cemetery are recorded.
   b. Make sure the last name or X number of remains is recorded in the space on the chart that corresponds to the number of the grave in which the remains is interred.
   c. Make sure location of obstructed grave is recorded in Notes section.

3. Assist with burial services.
   a. Obtain a chaplain of the appropriate faith for all deceased persons subject to the United States military law.
   b. Schedule military burial ceremonies for deceased US military personnel only.
   c. Make sure burials are conducted in a reverent manner.
   d. Make sure a flag is flown at halfstaff during religious services.
   e. Schedule burial ceremonies for enemy dead according to their religion, if possible.

4. Direct the closing of graves.
   a. Direct that the graves be filled with earth.
   b. Make sure each grave is packed down tightly with a tamper or similar tool.

5. Check to make sure grave marker is correctly placed.
   a. Make sure every grave has a marker.
   b. Check to see that each marker is set on the centerline at the head of the grave, with embossed plate and identification tag facing the grave.
   c. Check to see that each marker is driven into the ground so that the top of the marker is 23 inches above ground.
   d. Make sure markers are aligned front to rear, left to right, and diagonally.

REFERENCES: FM 10-63, chapter 5.

2

■ 101-515-2253

CONDUCT MASS CASUALTY BURIALS

CONDITIONS: You are a section chief working in a graves registration platoon. There has been an NBC attack, and higher headquarters has ordered your platoon to carry out immediate mass casualty burials. This task is performed in simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, standard NBC protective equipment, NBC personnel, engineer equipment and personnel, required forms, map or map overlay, unit SOP, and information on location of casualties.

STANDARD: Mass casualties must be buried within the time specified by the commander using the procedures outlined in the performance measures below.

PERFORMANCE MEASURES:

1. Attend briefing.
   a. Take notes.
   b. Ask questions.
   c. Inform your OIC or NCOIC of capabilities and limitation of your section.

2

2. Request specialized personnel.

3. Brief your personnel.
   a. Assemble personnel.
   b. Discuss mission with personnel.
      (1) Provide brief, specific instructions.
      (2) Make sure each section member knows what he is to do.
      (3) Ask for questions and answer them.

4. Brief all personnel on correct wear of protective clothing and mask. (See FM 21-2, tasks 031-503-1002 and 031-503-1015.)

5. Put on protective mask and clothing.

6. Enter recovery areas on signal from NBC personnel.

7. Direct the identification of remains.
   a. Direct preparation of remains for fingerprinting.
   b. Have fingerprints recorded on DD Form 894, or complete form by writing: "Fingerprints not made because (give reasons)."
   c. Have personal effects removed from remains for examination and identification purposes.
   d. Insure that a complete description of personal effects found on each remains is recorded on DD Form 551.

8. Have personal effects put back on the remains after they are examined and recorded.

9. Direct digging of rows.
   a. Assign separate rows for US, allied, and enemy dead.
   b. Have engineers excavate trenches 6 1/2 feet wide by 3 1/2 feet deep by required length.

NOTE: When they reach an obstruction during excavating, have personnel stop and drive an iron rod, pipe, or engineer stake into the ground to mark the end of the row. A new row will be excavated beyond the obstruction.

10. Have a marker with an embossed tag placed at the beginning of each row.
   a. Make sure the tag shows the row number.
   b. Make sure the tag shows the length of the row in feet.
   c. Make sure the tag shows the azimuth of the row.
   d. Make sure the tag shows the NBC agent and date of contamination.

11. Direct placement of remains in the trench.
   a. Make final check to see that personal effects are on the remains.
   b. Have remains placed in the trench shoulder to shoulder with no space between remains.
   c. Insure that one identification tag or one embossed plate, showing the identification of the deceased or the unknown X number, is buried with each remains.

12. Have the second ID tags or embossed plates strung on strong wire in the same sequence as the remains are buried.

13. Have a row identification plate made and placed on the wire after the last identification tag is strung.

14. Have wire-strung tags decontaminated and placed in a plastic bag.

15. Make sure a tag with information on the contamination is placed on the bag.
   a. Make sure the tag shows the type of contamination and agent, if known.
   b. Make sure the tag shows the date of contamination.
   c. Make sure the decontamination method used is shown.

16. Direct engineer personnel to cover rows.

17. Evacuate personnel and equipment from burial site.

18. Direct decontamination of personnel and equipment. (See FM 21-2, tasks 031-503-1014, 031-503-1009, 031-503-1008, and 031-503-1016.)

2

19. Direct completion of DD Form 551. (See figure 1254.)
   a. Have identity of remains buried to left and right of each remains identified and recorded on the form.
   b. Make sure the location of the remains and the row number are recorded on the form.
   c. Have form labeled MASS BURIAL.

REFERENCES:

FM 10-63, appendix IV.
FM 21-2.

2

■ 101-515-2301

PREPARE FOR DISINTERRING REMAINS

CONDITIONS: You are working as a member of a cemetery platoon. Your immediate supervisor gives you a completed DD Form 1078 (Plot Roster of Disinterments) and tells you to prepare to disinter remains. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: cemetery equipment, completed DD Form 568 (Grave Plot Chart), and completed DD Form 1078.

STANDARD: You must complete all performance measures in order within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Examine the plot roster of disinterments to determine the remains to be disintered. (See figure 1301.)
   a. Check to make sure plot roster of remains agrees with grave plot chart.
   b. Check to make sure grave numbers on plot roster are the same as those on the grave plot chart.

2. Count the number of remains listed on the plot roster of disinterment to schedule your workload.

3. Determine the number of personnel and the items of equipment needed for the disinterment.
   a. Determine the number of available cemetery personnel.
   b. Determine the availability of local labor forces.
   c. Determine the items of equipment needed in addition to authorized equipment.

4. Direct the marking of graves from which remains are to be disinterred.
   a. Locate graves to be marked.
   b. Have graves marked so that the disinterment team will know which graves they are to open.

REFERENCES: FM 10-63, chapters 6, 7, and 8.

■ 101-515-2302

CONDUCT DISINTERRING OF REMAINS

CONDITIONS: You are working as a member of a cemetery platoon. DD Forms 568 and 1078 have been verified, and your immediate supervisor tells you to conduct the disinterring of remains. This task is performed in garrison or simulated combat during daylight, under favorable environmental conditions. Duty uniform will be worn. Resources required: simulated remains, labor personnel, disinfectants and deodorizers, liquid sprayer, insecticide, remains pouches, surgical gloves, rubberized aprons, disinterment case file, and litters.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

2

1. Make sure sanitation requirements are met.
   a. Check to make sure all personnel handling remains are wearing surgical gloves and protective garments.
   b. Check to make sure local civilian laborers do not attempt to remove remains from the grave.
   c. Check to make sure the remains are sprayed with disinfectants and insecticides when they are removed from the grave.

2. Check to make sure the remains are handled in a reverent manner during removal.

3. Check to make sure the grave and the surrounding soil are searched for effects.
   a. Check to make sure local civilian laborers do not attempt to fill the grave before it is searched.
   b. Have cemetery personnel check the grave for identifying effects.
   c. Have the soil surrounding the grave sifted when portions of remains or identification effects may be missing.

4. Direct personnel to restore the gravesite to its original condition.
   a. Have laborer refill the grave with soil removed from the grave.
   b. Check to make sure the soil is packed when the grave is filled.
   c. Check to make sure a small mound of soil is left on the grave to allow for settling.

5. Have labor personnel police the areas around the grave.

6. Inspect the gravesite to make sure it conforms to the surrounding graves.

REFERENCES: FM 10-63, chapters 6 and 7.

■ 101-515-2303

INSPECT PREPARED DD FORM 895 (DISINTERMENT RECORD)

CONDITIONS: You are working as a member of a cemetery platoon. Remains have been disinterred, and your immediate supervisor tells you to inspect a prepared DD Form 895. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: DD Form 895, DD Form 1078 (Plot Roster of Disinterment), DD Form 568 (Grave Plot Chart), and grave marker with mounted ID tags and embossed plate.

STANDARD: You must complete all performance measures in sequence within 10 minutes without error.

PERFORMANCE MEASURES:

1. Check to make sure the information on the DD Form 895 agrees with the information on the grave marker. (See figures 1253.1 and 1303.)
   a. Compare the information on the form with the name, grade, SSN, unit, plot, and row on the embossed plate on the marker.
   b. Compare the information on the form with the name and SSN on the ID tag mounted on the marker.
2. Check to make sure discrepancies are recorded. (For example, if the date on the ID tags on the body does not match that on the grave marker.)
3. Make sure discrepancies are described in the DISCREPANCIES block.
4. Check to make sure all additional data obtained during disinterments are recorded in the ADDITIONAL DATA block on DD Form 895.
   a. Check identification data on the remains for information not previously recorded.
   b. Check identification data on the grave marker for information not previously recorded.

REFERENCES: FM 10-63, chapter 6.

■ 101-515-2351

DIRECT RECEIVING OF EFFECTS

CONDITIONS: You are working as a member of a theater effects depot. Personal effects are being received, and your immediate supervisor tells you to direct the receipt of effects. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: receiving table, blank DD Form 1076 (Record of Personal Effects--Military Operations), completed DD Form 1076, personal effects, personal effects bin, and security container.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Set up receiving and inventory area.
2. Set up a security area for sensitive items.
   a. Establish a place to safeguard effects at all times.
   b. Make sure sensitive items are guarded at all times.
3. Direct the preparation of DD Form 1076. (See figure 1155.)
   a. Have the form prepared in at least four copies.
   b. Have blocks 1 through 16 prepared according to instructions on back of form.

2

REFERENCES: AR 638-1, chapter 2.

■ 101-515-2352

DIRECT THE PROCESSING OF EFFECTS

CONDITIONS: You are working as a member of a personal effects depot. Personal effects have been received, and your immediate supervisor tells you to direct the processing of personal effects. This task will be performed in garrison or simulated combat. Duty uniform will be worn. Resources required: bins for holding personal effects, inventory of personal effects, blank DD Form 1076 (Record of Personal Effects--Military Operations), security locker, blank bond paper, and DA Form 3645 (Organizational Clothing and Equipment Record).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Assign teams to cases, and brief personnel on processing procedures.
   a. Make sure teams read chapters 2 and 3 of AR 638-1.
   b. Assign teams to check the effects of deceased personnel against accompanying records at once when the effects are received.

2. Complete DD Form 1076 when a copy of the form does not accompany effects.

3. Investigate any shortages at once, and send a list of shortages to the Army Effects Office.

4. Notify depot to retain bulky items until disposition instructions are received.

5. Have a complete property report sent to the Army Effects Office with recommendations for local sale of the property.
   a. Make sure property report includes a full description of all effects. (For example, make or model and serial number of an item.)
   b. Make sure report includes reason for local sale.
   c. Make sure report includes name of your organization.
   d. Make sure you sign and date the report.

6. Make sure you instruct personnel not to sell any property until approval from the Army Effects Office is received.

7. Document items withdrawn from effects.
   a. Document government-issue property, and include make, model, and serial number of item.
   b. Document on DA Form 3645 all organization clothing and equipment withdrawn.

2

NOTE: All items that have no resale value and no obvious sentimental value (for example, toothbrushes or used soap) must be withdrawn from effects and documented.

8. Direct the cleaning of effects.
   a. Have effects checked to see how much cleaning they need.
   b. Have all soiled items removed and drycleaned or washed.

REFERENCES: **AR 638-1, chapters 2 and 3.**

2

SECTION VI

SECTION CHIEF (57F3)

TASK NUMBER	TITLE	PAGE
	COLLECTING POINT OPERATIONS	
101-515-3101	Organize search and recovery team	2-162
101-515-3102	Set up and maintain active file of collecting point records	2-163
	TEMPORARY BURIAL OPERATIONS	
101-515-3151	Determine if cemetery is laid out according to suggested layout plan.	2-164
101-515-3152	Direct temporary burials.	2-165
101-515-3153	Direct mass casualty burial	2-167

3

■ 101-515-3101

ORGANIZE SEARCH AND RECOVERY TEAM

CONDITIONS: A search team has been requested from your platoon for a specified search mission in garrison or simulated combat. Duty uniform will be worn. Resources required: graves registration personnel, explosive ordnance disposal (EOD) personnel, other appropriate teams as required, military maps of the area to be searched, casualty report and supplementary reports of missing persons, command reports, and reports of battle engagements.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Determine specialized personnel and equipment needed and type of search and recovery to be made using reports and maps provided.
   a. Check to determine the number of casualties involved.
   b. Check to determine the terrain conditions where recovery is to be made.
   c. Check to determine if area or remains are contaminated.
   d. Check to determine if area or remains may be booby-trapped.
2. Determine which support units are required and can provide specialized personnel or additional equipment.
3. Coordinate with support units (EOD, graves registration, or other appropriate teams as required) for additional personnel and equipment.

3

REFERENCE: FM 10-63, chapter 3.

■ 101-515-3102

SET UP AND MAINTAIN ACTIVE FILE OF COLLECTING POINT RECORDS

CONDITIONS: You are the section chief of a graves registration (GRREG) collecting point in garrison or simulated combat. You have been placed in charge of maintaining the active records of the collecting point. Duty uniform will be worn. Resources required: service files of deceased personnel, AR 340-18-1, DD Form 565 (Statement of Recognition), DD Form 567 (Record of Recovery of Remains), DD Form 896 (Field Search Record), DD Form 1074 (Questionnaire of Local Inhabitants Regarding Deceased Personnel), DD Form 1075 (Convoy List of Remains), DD Form 1076 (Record of Personal Effects--Military Operations), DD Form 1077 (Register of Remains), and file folders.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Set up a filing system for active records.
   a. Review AR 340-18-1 for guidance on setting up the filing system.
   b. Determine what active records should be filed in the collecting point.

3

2. Check to make sure the file folders are labeled according to the records they hold. (For example, 611-01, Individual Deceased Personnel Files; 611-02, Individual Interment Report Files; 611-03, Interment Central Files; 611-05, Individual Gravesite Reservation File; and 611-06, Gravesite Reservation Files.)

3. Set up a system for ordering forms, as required.

NOTE: All required forms are listed in CONDITIONS of this task summary.

4. File blank forms numerically by form number. File SFs, DA forms, and DD forms separately.

5. Check to make sure records and folders are filed according to the AR.
   a. Spot check filed folders to see that they are in the correct file.
   b. Review old records to see if they still apply.

REFERENCES:

AR 340-18-1.
AR 638-40, chapter 17.
FM 10-63, chapter 8.

■ 101-515-3151

DETERMINE IF CEMETERY IS LAID OUT ACCORDING TO SUGGESTED LAYOUT PLAN

CONDITIONS: You have been made responsible for seeing that the cemetery is laid out according to the cemetery layout plan. This task is performed during daylight hours in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: cemetery layout plan, location map, tape measures, and compass.

STANDARD: You must compiete all performance measures in sequence within 45 minutes without error.

PERFORMANCE MEASURES:

1. Review the layout plan for the cemetery.
   a. Check notes to determine the capacity of the cemetery.
   b. Check the plots drawn on the plan to determine the number of plots to be laid out.
   c. Determine where aisles and roadways are to be located.
   d. Determine where flagpole is to be located.
   e. Determine where the proposed operating areas are to be located.

3

2. Check to make sure plots are laid out in the correct location.
   a. Check the first plot corner marker at the front of the cemetery with cemetery reference points.
   b. Compare azimuth of the plot corner marker to reference points on the layout plan.
   c. Check the last plot corner marker at the rear of the cemetery with cemetery reference points.
   d. Use tape measure to find distance to all reference points.

3. Check to make sure aisles and roadways are located according to the layout plan.
   a. Check the proposed roadway leading from the entrance to see if it interferes with cemetery operations.
   b. Check to see if aisles are located to accommodate cemetery operations.
   c. Check to see if drainage ditches can be dug along roadways.

REFERENCES: FM 10-63, chapter 2.
FM 10-297, chapter 4.

■ 101-515-3152

DIRECT TEMPORARY BURIALS

CONDITIONS: You are a section chief of a temporary cemetery interment section. You have been given the duty of seeing that the correct burial procedures are followed during the burial of remains. This task is performed outdoors during the day under favorable environmental conditions. Duty uniform will be worn. Resources required: simulated shrouded remains, ID tags, embossed plates, grave markers, cemetery equipment listed in TOE 29-114, DD Form 551 (Record of Interment), and DD Form 568 (Grave Plot Chart).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Coordinate burials with administrative and processing personnel.

a. Check with the administrative personnel to see if chaplains are available to conduct religious services.

b. Check with processing personnel to determine when remains will be ready for burial.

c. Check with processing personnel to determine the number of remains to be buried.

d. Inform processing personnel of graves that are open and ready for burial of remains.

e. Inform processing personnel of graves that are obstructed and cannot be used.

2. Conduct final check to make sure information on remains to be buried is accurate.

a. Check identification tag on each remains.

b. Compare information on identification tag with embossed plate on remains.

c. Compare information on identification tag and embossed plate on remains with that on the embossed plate and identification tag on the grave marker.

d. Check information recorded on the DD Form 551 to see if all other information agrees.

e. Check to see that grave assigned to each remains on the DD Form 568 is the same as the grave prepared for that remains.

3. Check to make sure correct burial procedures are followed.

a. Check to make sure the chaplain who conducts the religious services is of the same religion as the deceased.

b. Check to make sure the flag is flown at halfstaff during burial.

c. Check to see that remains are draped with the United States flag while above ground.

d. Insure that remains are handled in a reverent manner during burial.

e. See that remains are buried with the feet toward the front of the cemetery.

f. Check to see that the grave is correctly filled and tamped after gravesite services and taps.

g. Check to see that grave markers are erected correctly at the head of the grave.

REFERENCES:

FM 10-63, chapter 5.
FM 10-297, chapter 4.
TOE 29-114.

3

■ 101-515-3153

DIRECT MASS CASUALTY BURIAL

CONDITIONS: You are a section chief of a graves registration platoon. In a garrison or simulated NBC attack you may be required to conduct immediate mass casualty burials. Resources required: simulated remains, standard NBC protective equipment, NBC personnel, engineer augmentation, forms and equipment needed for the mission, map or overlay, SOP of parent unit, and location of casualties.

STANDARD: Mass casualties must be buried using procedures outlined in the performance measures below within the time specified by the commander.

PERFORMANCE MEASURES:

1. Organize task force for mass casualty burial.
   a. Determine number of personnel required to accomplish the mission.
   b. Select personnel.
   c. Determine outside resources (personnel and equipment) required.
   d. Inform your OIC of your requirements, and request that he contact outside sources and ask them to provide you with supporting personnel and equipment.

3

2. Brief your task force.
   a. Assemble personnel.
   b. Inform personnel of mission.
      (1) State that the order is from the commander.
      (2) Provide brief, specific instructions.
      (3) Insure that each task force member knows what his job is.
      (4) Ask for questions and answer them.
      (5) Have NBC personnel give your personnel specific facts about NBC hazards and protective measures.
      (6) Have engineer personnel give specific facts on the use of their equipment.

3. Arrange for transportation of task force.
   a. Determine distance from your location to burial site.
   b. See what transportation modes are available.
   c. Select the transportation mode, departure time, and movement priority of task force elements (NBC personnel first, followed by GRREG personnel and engineers).

4. Brief all personnel on proper wearing of protective clothing and mask. (See FM 21-2, tasks 031-503-1002 and 031-503-1015.)

5. Put on protective mask and clothing, and enter recovery area on signal from NBC personnel.

6. Direct identification of remains.

a. Direct preparation of remains for fingerprinting.

b. Have fingerprints placed on DD Form 894, or complete form by writing "Fingerprints not made because (give reason)."

c. Have personal effects removed from remains for examination and identification purposes.

d. Insure that a full description of personal effects found on each remains is recorded on DD Form 551.

7. Have personal effects put back on the remains after having them examined and recorded.

8. Direct digging of row.

a. Assign separate rows for US, allied, and enemy dead.

b. Have engineers excavate trenches 6 1/2 feet wide by 3 1/2 feet deep by the required (unspecified) length.

NOTE: When they reach an obstruction during excavating, have personnel stop and drive an iron rod or engineer stake into the ground to mark the end of the row. A new row will then be started.

3

9. Have a marker with an embossed tag placed at the beginning of each row.

a. Make sure the tag shows the row number.

b. Make sure the tag shows the length of the row in feet.

c. Make sure the tag shows the azimuth of the row.

d. Make sure the tag shows the NBC agent and date of contamination.

10. Direct placement of the remains in rows.

a. Make a final check to see that personal effects are on the remains.

b. Have the remains placed shoulder to shoulder with no space between them in the rows.

c. Insure that one identification tag or one embossed plate, showing the identification of the deceased or the unknown X number, is buried with each remains.

11. Have the second ID tags or embossed plates strung on strong wire in the same sequence as the remains are buried.

12. Have a row identification plate made and placed on the wire after the last identification tag is strung.

13. Have wire-strung tags decontaminated and placed in a plastic bag.

14. Make sure a tag with information on the contamination is placed on the bag.

a. Make sure the tag shows the type of contamination and agent, if known.

b. Make sure the tag shows the date of contamination.

c. Make sure the decontamination method used is shown.

15. Direct engineer personnel to cover rows.

16. Evacuate personnel and equipment from burial site.

17. Direct decontamination of personnel and equipment. (See FM 21-2, tasks 031-503-1014, 031-503-1007, and 031-503-1008.)

18. Direct completion of DD Form 551. (See figure 1254.)

a. Have identity of remains buried to left and right of each remains identified and recorded on the form.

b. Make sure the location of the remains and the row number are recorded on the form.

c. Have form labeled MASS BURIAL.

REFERENCES: FM 10-63, appendixes IV and V.
FM 21-2.

3

SECTION VII

GRAVES REGISTRATION NCO (57F3)

TASK NUMBER	TITLE	PAGE
	STAFF GRAVES REGISTRATION NCO	
101-515-3201	Post search and recovery situation map	2-172
101-515-3202	Coordinate search and recovery missions	2-174
101-515-3203	Conduct readiness inspections of collecting points	2-175

3

■ 101-515-3201

POST SEARCH AND RECOVERY SITUATION MAP

CONDITIONS: You are working in the operations section of a service support command. Your section has received search and recovery reports. You are responsible for taking information from the reports and posting it on the situation map. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: map of operations area, acetate overlay, tape, colored grease pencils, coordinate scale, FM 21-30, FM 101-5, area search reports, reports of unrecovered remains, casualty reports, reports of personnel missing in action (MIA reports), and situation reports (SITREPs).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

3

1. Prepare the situation map.
   a. Join map sheets until your operations area is described.
   b. Place acetate over the map, and tape it in place.
   c. Fasten the map to a wall or other suitable place.

2. Review incoming messages, SITREPs, casualty reports, MIA reports, and recovery reports.
   a. Check to see that all reporting units have submitted their input for the reporting period.
   b. Contact units that failed to provide input.
   c. Check date and time group to make sure reporting period is correct.
   d. Read and highlight all information that will be posted on the situation map.

3. Send incoming messages, SITREPs, casualty reports, MIA reports, and recovery reports to designated collecting point.

4. Post situation map.
   a. Use military symbols to post information about search and recovery operations.
   b. Use colored grease pencils or markers to plot details.
   c. Identify nonstandard symbols on the edge of the map.
   d. Give specific date and time group. (For example, use "as of 08 0645 Nov 83" for the date and time group.)

e. Use solid and broken line for locations.

(1) Use solid lines for location of a unit or activity when it is in that location.

(2) Use broken lines for future locations of units or proposed activities.

f. Show areas on map that cannot be searched at present.

g. Give the reason area can't be searched and your recommended course of action when the areas can be searched at a later time. (For example, there may be an uncleared minefield or special equipment or skilled personnel may be required.)

5. Make changes on the situation map as new information is received.

6. Change date and time group on the map.

REFERENCES:

FM 10-63, chapter 3.
FM 21-2.
FM 21-30, chapter 3.
FM 101-5.

COORDINATE SEARCH AND RECOVERY MISSIONS

CONDITIONS: You are working at a service support headquarters. Your section has received requests for search and recovery missions, and your immediate supervisor tells you to coordinate search and recovery missions. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: map sheets of geographic area for which your unit is responsible, written requests for search and recovery assistance, casualty and intelligence reports, and overlay of areas to be covered by subordinate collecting points.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Coordinate assignment of geographic areas of responsibility with subordinate units.
   a. Determine the geographic boundaries of the subordinate units.
   b. Divide the area geographically so that each collecting point supports a part of the mission.
   c. Determine the mission capabilities of the operating collecting point before assigning areas of responsibility.
   d. Assign geographic areas by grid coordinates and landmarks for easy reference.

2. Assign the appropriate graves registration unit to conduct a search when the responsible unit is unable to provide a search team because of its commitments.

3. Designate search and recovery teams for specific recovery missions.
   a. Determine how many recovery teams are needed.
   b. Determine the type of recovery to be made.
   c. Assign to each mission the teams that best meet mission requirements.

4. Send search and recovery information to units that are to conduct the searches.
   a. Send the unit the field search case with map overlay of the area that is to be searched.
   b. Send the unit a brief description of the battle scene or disaster site and rosters of the dead and missing personnel to be accounted for in their area of operations.
   c. Send the unit all requirements for carrying out the search.

5. Request from supported units additional information to be sent to units as needed.

REFERENCE: FM 10-63, chapter 3.

■ 101-515-3203

CONDUCT READINESS INSPECTION OF COLLECTING POINTS

CONDITIONS: You are working in a service section at corps support command or comparable level headquarters. On the order from your commander, you must inspect collecting points, determine operational readiness, and provide assistance as required. This task is performed during simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: completed DD Forms 565 (Statement of Recognition), 567 (Record of Recovery of Remains), 896 (Field Search Record), 1076 (Record of Personal Effects--Military Operations), and 1077 (Register of Remains); unit SOPs; list of graves registration forms; FM 10-63; list of authorized equipment; and military map.

STANDARD: You must inspect a collecting point, take any corrective action required, and prepare an inspection report within the time specified by the commander and using procedures outlined in the performance measures.

PERFORMANCE MEASURES:

3

1. Evaluate job performance of the collecting point personnel using FM 10-63 as a guide.
   a. Observe personnel as they do specific tasks assigned to them.
   b. Ask them questions about their jobs to determine if they know their responsibilities and duties.
   c. Check mission accomplishments of collecting point personnel.
   d. Check to see if personnel can do their duties and their additional assignments.

2. Diagnose problem areas and provide possible solutions.
   a. Determine if anyone has a personal problem.
   b. Discuss problems with soldiers and help if possible.
   c. Advise soldier of persons or agencies that may be able to help.
   d. Follow up on problems until they are resolved.

3. Spot check collection point records and reports for accuracy.
   a. Check DD Forms 567 for identification effects, place of recovery, grid coordinates, recovery number, field search case, evacuation number, organization and name of person who recovered remains, and name of person who received remains at collecting point. (See figure 1108.)

b. Check to see if the records have been signed by the officer who is in charge of the collecting point and who accompanied remains to final processing point.

c. Check DD Forms 896 for detailed description of search and findings; map sheet and scale; grid coordinates; search and recovery number; place of recovery; field search case number; name and organization of casualty or X number; date of search; name, grade, and SSN of persons making search; name of person who verified report; and date soldier was killed or reported missing. (See figure 1104.3.)

d. Check DD Form 1076 for evacuation number; place of recovery; name, grade, and SSN of casualty; date of recovery; items recovered; total amount of cash or cash equivalent; date shipped; seal number; place shipped to; and name and signature of OIC of collecting point. (See figure 1155.1.)

e. Check to see that the DD Forms 565 are prepared correctly with data on remains. Also check for identification statement; grade, organization, SSN, and signature of person making statement; and grade, organization, and signature of person who verified the statement. (See figure 1154.1.)

f. Check DD Forms 1077 for evacuation numbers, report numbers, location, organization, date of report, collecting point number or X number, search and recovery number, location of recovery, grid coordinates, manner of identification, name of person and unit recovering remains, personal effects seal number, date recovered, unit from which remains were received, and location to which remains were evacuated.

3

4. Make sure that required records were sent to controlling headquarters without delay.

5. Inspect prepared defensive positions.

a. Move to the front of the positions to insure that all emplacements have frontal cover and concealment.

b. Check fields of fire.

c. Check crew-served weapon positions to insure that fire will interlock and overlap.

d. Insure that all positions are mutually supporting.

e. Insure that the emplacements have overhead protection against artillery fire.

f. Insure that noise, light, and litter discipline are maintained.

6. Make recommendations for improvement of fighting positions.

7. Inspect individual and crew-served weapons.

a. Check weapons security.

b. Check weapons to make sure they are clean and serviceable.

c. Insure that each soldier knows the serial number of his weapon.

d. Insure that crew-served weapons have assigned gunners and assistant gunners.

e. Check basic load of ammunition.

8. Inspect security and alert plans.

a. Check physical security of collecting point.

b. Check to see that the operating area is concealed from public view.

c. Ask personnel what their duties are in case of enemy attack.

9. Conduct exit briefing with collecting point NCOIC.

a. Inform NCOIC of your findings.

b. Make recommendation for corrective action.

c. Follow up on corrective action.

10. Brief your commander.

REFERENCES:

FM 10-63, chapters 3 and 8.
FM 10-297, chapters 5 and 6.
FM 21-75, chapter 3.
FM 29-114, chapters 2 and 3.

SECTION VIII

PLATOON SERGEANT (57F4)

TASK NUMBER	TITLE	PAGE
	TEMPORARY BURIAL OPERATIONS	
101-515-4101	Advise commander on selection of site for temporary cemetery	2-180
101-515-4102	Direct survey team on cemetery layout requirements	2-182
101-515-4103	Direct the setting up of an operating site for temporary cemetery	2-184
101-515-4104	Prepare to disinter remains	2-185

4

■ 101-515-4101

ADVISE COMMANDER ON SELECTION OF SITE FOR TEMPORARY CEMETERY

CONDITIONS: You are the platoon sergeant of a cemetery platoon. Higher headquarters has directed that a temporary cemetery be established, and your commander tells you to advise him on selecting a site for the cemetery. This task is performed in garrison or simulated combat under all environmental conditions. Duty uniform will be worn. Resources required: engineer representative, maps, post-hole diggers, and reports from higher headquarters.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Select potential cemetery site from area maps.
   a. Review information furnished by higher headquarters on the general area available.
   b. Find out if any minefields are in the area.
   c. Conduct map analysis of terrain where cemetery is to be located.
   d. Make record of topography, drainage, soil, vegetation and current use of land.
   e. Make record of roads and their conditions.

2. Inspect proposed areas for the cemetery.
   a. Make sure there are no dwellings near the site.
   b. Make sure there are no bivouac sites in the area.
   d. Make sure that area is free of large rocks and boulders.
   d. Make sure the ground is not swampy or on a high water table.
   e. Make sure the site is not near banks of a stream.

3. Choose the site that best meets requirements for burials. (See task 101-515-1251 and figures 1251.1 and 1251.2.)
   a. Choose a site in a large open field where the soil is easy to dig.
   b. Choose a site that is large enough for present and future needs.
   c. Choose a site that is slightly rolling to provide natural

drainage.

d. Choose a site near a road network that can handle traffic and provides alternate routes.

4. Consult an engineer representative on construction matters.

5. Make a record of the available local labor.

6. Recommend to the commander a desirable location for the cemetery.

a. Furnish higher headquarters with a description of the proposed site.

b. Furnish an overlay to scale showing the outline of the site.

c. Furnish grid coordinates of the site.

REFERENCE: FM 10-63, chapter 2.

■ 101-515-4102

DIRECT SURVEY TEAM ON CEMETERY LAYOUT REQUIREMENTS

CONDITIONS: You are the platoon sergeant of a cemetery platoon. The commander has approved the proposed site and tells you to direct the survey team on cemetery layout requirements. This task is performed in garrison or simulated combat. Duty uniform will be worn. Resources required: survey equipment, maps, overlay, and compass.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Have survey team determine cemetery boundaries.
   a. Direct survey team to drive a marker of iron pipe or other durable material into the ground at the corner of each corner plot.
   b. Make sure they drive or set the marker at least 1 foot below grade and extend it below the frostline.
   c. Direct team to draw angles from the plot marker to the reference points.
   d. Make sure the survey team uses permanent reference points outside the cemetery boundary (such as buildings, bridges, and trees that have been marked or blazed).
   e. Direct team to measure distance and azimuths from plot markers to reference point.

2. See that location and type of reference point are indicated on the cemetery map.

3. Have team prepare cemetery location map.
   a. Make sure team uses map coordinates to establish location of the cemetery.
   b. Make sure team uses standard military map.
   c. Make sure the map shows the following:
      (1) Grid coordinates of the cemetery.
      (2) Nearby towns and outstanding landmarks.
      (3) Prominent terrain features.
      (4) Nearest available roads.
      (5) Direction of magnetic north.

4. Have team draw up a cemetery layout plan.
   a. Make sure team uses standard layout plan for the cemetery.

b. Make sure the cemetery layout plan includes the following:

(1) Size and boundaries of the cemetery.

(2) Tie-ins of plot markers with permanent landmarks.

(3) Locations, identifications, and dimensions of sections.

(4) Locations and dimensions of plots, rows, and graves.

(5) Alphabetical identification of plots and numerical identification of rows and graves.

(6) Locations and dimensions of roadways and parking areas.

(7) Location of flagpole.

(8) Location of entrance.

(9) Direction of magnetic north.

REFERENCE: FM 10-63, chapter 2.

DIRECT THE SETTING UP OF AN OPERATING SITE FOR TEMPORARY CEMETERY

CONDITIONS: You are the platoon sergeant of a cemetery platoon during simulated combat. On order from the commander, you must set up an operating site for a temporary cemetery. Duty uniform will be worn. Resources required: cemetery layout plan, location map, and TOE equipment.

STANDARD: You must establish a cemetery operating site using the procedures outlined in the performance measures below, not necessarily in sequence, within the time specified by the commander.

PERFORMANCE MEASURES:

1. Establish administrative area.
   a. Use available building or tents for the administrative offices.
   b. Have the administrative tent pitched close to the cemetery entrance.

2. Establish processing area.
   a. Designate receiving area.
   b. Have processing tent pitched.
   c. Have processing area concealed from public view.
   d. Allocate enough space so that movement of examiners working on remains will not be restricted.

4

3. Establish storage area.
   a. Determine if a section of the processing tent can temporarily store remains.
   b. Have a tent pitched for temporary storage of remains, if needed.
   c. Have a tent pitched for storage of personal effects. Insure that tent is protected against pilferage.

4. Have fence and entrance constructed for cemetery.
   a. Have workers use fencing material at hand (brush, rocks, engineer stakes, or barbed wire).
   b. Insure that only one entrance is established so that vehicular traffic can be controlled.

5. Have flagpole erected.

6. Advise commander on personnel requirements.
   a. Inform commander of capabilities and limitations based on assigned personnel.
   b. Brief commander on programed workflow within the temporary cemetery.
   c. Inform commander about personnel assigned to duty positions.

REFERENCE: FM 10-63, chapter 2.

PREPARE TO DISINTER REMAINS

CONDITIONS: You are the platoon sergeant of a cemetery platoon. Hostilities have ended, and your OIC has received orders from higher headquarters for your platoon to prepare to disinter remains. This task is performed in daylight under all environmental conditions. Duty uniform will be worn. Resources required: personnel (local national labor, POWs, military prisoners, and detail soldiers), simulated remains, digging tools and equipment.

STANDARD: You must make disinterment preparations, using procedures as outlined in the performance measures within the time specified by the commander.

PERFORMANCE MEASURES:

1. Determine extent of disinterment mission.
   a. Get exact number of remains that are to be disinterred.
   b. Analyze soil and weather conditions, and determine what impact they may have on mission accomplishment.
   c. Calculate manpower requirements.
   d. Check on equipment availability.

2. Request personnel and equipment.
   a. Check personnel status reports for the time of the disinterment.
   b. Request augmentation personnel, if needed.

4

Note: Priority for such personnel is in this order: local civilians, military prisoners, service troops, and combat troops.

   c. Determine if equipment is serviceable.

3. Select and set aside digging tools, protective clothing, and special equipment.

4. List points to discuss at briefing of personnel.

5. Give personnel general task statement (overview of mission and type of disinterment).

6. For trench disinterment, have entire row excavated by having a wide shallow trench dug over the bodies.
   a. Insure grave markers are not removed.
   b. Have personnel excavate each remains separately after the trench has been dug.
   c. Tell all personnel that only graves registration specialists will handle remains.

7. Have personnel dig within the normal bounds of a single grave, insuring that adjacent graves are not damaged when a single disinterment is made.

8. Instruct graves registration specialists on specific disinterment procedures.

a. Tell them to spray remains with an insecticide containing deodorant.

b. Tell them to place remains on litter or improvised litter such as blanket, shelter half, or poncho.

c. Tell them to lift remains from grave.

d. Tell them to search the surrounding soil for effects.

e. Tell them to place grave marker with the remains on the litter.

f. Tell them to verify identification.

g. Tell them to verify that identification effects are recorded correctly.

h. Tell them to keep all effects with remains until examination is completed and all information has been recorded and verified.

i. Tell them to carry remains to vehicle for transportation to the processing area.

9. Brief personnel on rules of sanitation and make sure they follow them.

a. Make sure they keep animals out of the cemetery.

b. Make sure they wear surgical gloves when they handle remains.

c. Make sure they ask for protective clothing if they need it.

d. Make sure they use disinfectant and insecticide to keep disease from spreading and to kill insects.

e. Make sure they wash all tools and equipment at the end of the day.

f. Make sure they burn all refuse daily.

g. Wash your hands for at least 5 minutes before you leave the worksite, and make sure members of your platoon wash their hands for 5 minutes before they leave the worksite.

4

REFERENCE: FM 10-63, chapters 6 and 7.

SECTION IX

GRAVES REGISTRATION SERGEANT (57F4)

INSTALLATION MORTUARY OPERATIONS

TASK NUMBER	TITLE	PAGE
101-515-4151	Conduct pre-award inspection of funeral establishments being considered for award of contract	2-188
101-515-4152	Arrange for escort service	2-190
101-515-4153	Conduct inspection of remains at contract funeral establishment	2-191
101-515-4154	Arrange for shipment of remains to next of kin	2-195

4

■ 101-515-4151

CONDUCT PRE-AWARD INSPECTION OF FUNERAL ESTABLISHMENTS BEING CONSIDERED FOR AWARD OF CONTRACT

CONDITIONS: You are a graves registration sergeant assigned as the NCOIC of an installation mortuary service. The contracting officer has notified you that funeral establishments are being considered for award of a contract for mortuary services, and he wants you to conduct a pre-award inspection. This task is performed in garrison under all environmental conditions. Resources required: AR 638-40 and DA Form 2776-R (Statement of Pre-Award Inspection).

STANDARD: You must conduct a thorough inspection of several funeral establishments and correctly fill out and submit DA Form 2776-R for each one you inspect within the time limits set by your commander and using the guidance in the performance measures.

PERFORMANCE MEASURES:

4

1. Inspect the building and grounds.
   a. Check to see that the building appears to be structurally sound.
   b. Consider the location within the community, the distance from the military installation, and the distance from transportation terminals.
   c. Determine the capacity of the parking lot.

2. Inquire about the business reputation and community standing of the funeral establishment.

3. Inspect the facilities, equipment, and supplies.
   a. Check the preparation room to make sure it is clean, sanitary, and well ventilated.
   b. Check the quantity and quality of instruments, embalming supplies, and cosmetics.
   c. Check to make sure there is hot and cold running water.
   d. Check to make sure the stationary operating table and waste disposal facilities are in good condition.
   e. Determine the seating capacity of the chapel.
   f. Check the appearance of reposing rooms.
   g. Determine if necessary equipment for Protestant, Catholic, and Hebrew services is available.
   h. Check storage facilities, musical equipment, and office facilities.
   i. Determine if the caskets and shipping containers the contractor proposes to use meet government specifications.

j. Check the availability and condition of funeral coaches and limousines.

k. Check to see that furniture and furnishings are clean, in good taste, and well maintained.

4. Check the credentials of embalmers.

5. Check the workload capacity of the funeral establishment.

6. Inquire about plans the funeral establishment has in case of a substantial workload increase.

7. Make sure the bidder understands the minimum requirements of the contract and the specifications.

8. Write your inspection report and submit it to the contracting officer.

REFERENCES: AR 638-40, chapter 6 and appendix E.

ARRANGE FOR ESCORT SERVICE

CONDITIONS: You are a graves registration sergeant working as the NCOIC of the installation mortuary service office. A remains is ready for shipment, and your OIC tells you to arrange for the escort service. This task is performed in garrison under all environmental conditions. Duty uniform will be worn. Resources required: AR 638-40, TC 638-1, local request for orders, DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses), and VA Form 40-1330 (Request for Headstone or Marker).

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Request personnel to escort remains.
   a. Determine the religion and sex of the deceased.
   b. Request an escort who speaks the same language as the next of kin of the deceased.
   c. Make sure you request an escort of the same status as the former status of the deceased.

2. Request travel orders from the installation AG orders section.
   a. Make sure a local request is used.
   b. Make sure information about the escort is included on the request.
   c. Make sure information about the deceased is included on the request.

3. Brief the escort on the duties.
   a. Inform the escort of the responsibility to be well groomed and well dressed at all times.
   b. Inform the escort that he is responsible for the remains from the time of departure until the arrival at the funeral home.
   c. Make sure the escort knows he is to telephone the shipping installation and the consignee of any delay en route or any change in the schedule.
   d. Brief the escort in the care and disposition of all papers and documents in his possession.
   e. Instruct the escort in how to explain DD Form 1375 and VA Form 40-1330 to the next of kin.
   f. Inform the escort that if there is an emergency situation which he cannot resolve, he is to call the installation that shipped the remains and ask for assistance.

4. Give escort one copy of TC 638-1.

REFERENCES: AR 638-40, chapter 12.
TC 638-1.

CONDUCT INSPECTION OF REMAINS AT CONTRACT FUNERAL ESTABLISHMENT

CONDITIONS: You are a graves registration sergeant working as the installation mortuary NCO. The contract funeral home notifies you that remains have been received and are ready for your inspection. This task is performed indoors in garrison with adequate ventilation under all environmental conditions. Resources required: AR 638-40, DD Form 2063 (Record of Preparation and Disposition of Remains (Within CONUS)), AR 670-1, and simulated remains.

STANDARD: You must inspect embalmed nude remains, inspect remains after it is clothed and placed in the casket, and complete DD Form 2063 within the time limits set by your commander and in accordance with the guidance in the performance measures without error.

PERFORMANCE MEASURES:

1. Inspect the nude body to make sure the personnel at the funeral establishment have done the following to your satisfaction.
   a. Bathed body.
   b. Shaved face (for male remains).
   c. Trimmed mustache or hair protruding from ears or nose.
   d. Styled hair (for female remains).
   e. Cleaned and trimmed fingernails.
   f. Treated wounds, incisions, and abrasions to prevent fluid from leaking. (Have embalmer initial item 14a(5) on DD Form 2063.) (See figure 4153.)

2. Make sure the embalmer has preserved remains adequately. (Have embalmer initial item 14a(6) on DD Form 2063.) (See figure 4153.)

3. Check to make sure personnel at the funeral establishment have done the following before the remains is placed in the casket.
   a. Placed identification tags around the neck of remains.
   b. Put underclothing on remains.
   c. Clothed remains in a clean and pressed uniform that fits properly.
   d. Affixed rank insignia, branch of service, and authorized decorations and awards to the uniform correctly.
   e. Applied cosmetics evenly to hands and face so that they appear to be natural. (Make sure there are no cosmetics on eyelids, eyebrows, and hair.)
   f. Done restorative work, if required, that appears lifelike.
   g. Placed remains so that it appears reposed in the casket.

BEST DOCUMENT AVAILABLE

RECORD OF PREPARATION AND DISPOSITION OF REMAINS
(WITHIN CONUS)

1 TO (RECIPIENT'S AND ADDRESS AUTHORIZED DISTRIBUTION)

2 NAME OF AUTHORITY ARRANGING PREPARATION
SFC James C. Wells

3 NAME AND ADDRESS OF RECEIVING FUNERAL DIRECTOR
O.C. Smith Funeral Home
894 Southside Ave
Petersburg, VA 23803

4a REMAINS OF (Name, Grade, Rank, SSN, Service and Organization)
Jerry L. Parker
SP4 270-41-6581
CO A 198th INF

b NAME, ADDRESS AND RELATIONSHIP OF PERSON DIRECTING DISPOSITION OF REMAINS
Barbara A. Parker
6132 Lovell Ave.
Newdale, Idaho 83436 (mother)

c DATE AND HOUR OF DEATH 8 Dec 81 0315 PM

d CAUSE OF DEATH
Helicopter Crash

e PLACE OF DEATH
Grid Coord: 92/53917

MORTUARY DATA

5a REMAINS RECEIVED AT MORTUARY		b EMBALMING STARTED		c EMBALMING COMPLETED	
DATE	HOUR	DATE	HOUR	DATE	HOUR
9 Dec 81	1135 hours	9 Dec 81	1200 hours	9 Dec 81	1600 hours

6 TYPE OF CASE ☐ NORMAL ☒ AUTOPSIED ☒ MUTILATED ☐ OTHER (Specify)

h RECOMMEND FAMILY BE ALLOWED TO VIEW REMAINS ☒ YES ☐ NO

7 ARTERIES INJECTED

CAROTID	☒R ☒L	ILIAC	☐R ☐L	JUGULAR	☐R ☐L
SUBCLAVIAN	☐R ☐L	FEMORAL	☐R ☐L	AXILLARY	☐R ☐L
AXILLARY	☐R ☐L	RADIAL	☐R ☐L	ILIAC	☐R ☐L
BRACHIAL	☐R ☐L	ULNAR	☐R ☐L	FEMORAL	☐R ☐L

8 VEINS DRAINED

i FLUID DILUTIONS

	OZ	GAL
PREINJECTION FLUID		
1ST INJECTION		
2ND INJECTION		
3RD INJECTION		
4TH INJECTION		

j HARDENING COMPOUND USED (Oz.): 2.5

k DRAINAGE ☐ CONTINUOUS ☐ INTERMITTENT ☐ RESTRICTED

l TOTAL CONCENTRATED FLUID USED (OZ.)

ARTERIAL	256	PREINJECTION	
CAVITY	256	HUMECTANT	
OTHER			

9 AREAS HYPODERMICALLY EMBALMED: RBAW

7 PARTS RECEIVING POOR CIRCULATION AND HOW TREATED: R & L Arms R & L Legs — Alternate heat and cold packs accompanied by intermittent massage.

8 RESTORATION TREATMENT (Describe, state reason if features not restored)

9 EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS

EXPENSE DATA

10a EXPENSES AT PLACE OF DEATH
(CHECK ONE) PREPARATION SERVICES OBTAINED BY ☐ ANNUAL CONTRACT ☐ NEGOTIATED OR ONE TIME CONTRACT

(1) RECOVERY OF REMAINS	$	(6) CREMATION	$
(2) METAL CASKET ☐ TYPE I ☐ TYPE II (To include outer or shipping case, preparation of remains, hearse and related services)	$	(7) TRANSPORTATION OF REMAINS AIR $ HEARSE $ RAIL $	$
(3) NAME OF CASKET MANUFACTURER		(8) TRANSPORTATION OF ESCORT AIR $ RAIL $ BUS $ PER DIEM $	$
(4) CLOTHING	$		
(5) FLAG	$	(9) COMPLETE TOTAL	$

INTERMENT EXPENSES

b (1) AMOUNT PAID	(2) PAYEE	
(3) DATE OF PAYMENT	(4) VOUCHER NUMBER	(5) CHECK NUMBER

11 IF TYPE I AND/OR OVERSIZE CASKET IS USED, INDICATE REASON(S)

DD FORM 1 APR 77 2063 REPLACES DA FORM 2774, 1 FEB 64, WHICH IS OBSOLETE. **HEADQUARTERS SERVICE CONCERNED 1**

DD FORM 1 APR 77 2063 REPLACES DA FORM 2774, 1 FEB 64, WHICH IS OBSOLETE. *Receiving Funeral Director* 2

DD FORM 1 APR 77 2063 REPLACES DA FORM 2774, 1 FEB 64, WHICH IS OBSOLETE. **PURCHASING AND CONTRACTING OFFICER 3**

DD FORM 1 APR 77 2063 REPLACES DA FORM 2774, 1 FEB 64, WHICH IS OBSOLETE. **SUPERVISOR OF MORTUARY OPERATIONS 4**

DD FORM 1 APR 77 2063 REPLACES DA FORM 2774, 1 FEB 64, WHICH IS OBSOLETE. **CONTRACT FUNERAL DIRECTOR 5**

4

Figure 4153. Sample entries on front of DD Form 2063 (Record of Preparation and Disposition of Remains.)

BEST DOCUMENT AVAILABLE

FM 10-57F

12. REMARKS OF PREPARING EMBALMER

a. TYPED NAME OF PREPARING EMBALMER	b. SIGNATURE	c. LICENSE NUMBER AND STATE
John C. Jones	John C Jones	#1234567 VA.

13. CONTRACTOR'S CERTIFICATION
I certify that the supplies and services furnished meet the terms and specifications of the contract, and the remains and supplies should be in a satisfactory condition at final destination.

a. TYPED NAME AND ADDRESS OF CONTRACTOR	b. SIGNATURE	c. DATE
O. C. Smith Funeral Home 894 South Ave. Petersburg, Va. 23803	O. C. Smith	9 Dec 81

14. INSPECTION DATA (Remains, Casket and Shipping Case)	YES	NO	N A
a. Remains (To be completed before remains are clothed)			
(1) Remains bathed to present a clean appearance	✓		
(2) Face shaven; moustache, if any, and hairs protruding from ears and nose trimmed	✓		
(3) Facial features and hands arranged to present a natural appearance	✓		
(4) Fingernails clean and trimmed	✓		
(5) Abrasions, wounds and incisions sealed to prevent drainage and leakage (EMBALMER INITIAL: J.C.J.)	✓		
(6) Remains adequately preserved and disinfected (EMBALMER INITIAL: J.C.J.)	✓		
b. Remains (To be completed during clothing and after casketing remains)			
(1) Identification tags with remains, around neck if possible (not applicable to Air Force)	✓		
(2) Cosmetics applied to present a natural appearance of hands and face	✓		
(3) Eyelids, eyebrows and hair free of cosmetics	✓		
(4) Hair styled (for female personnel)			✓
(5) Restorative work appears natural	✓		
(6) Proper underclothing placed on remains	✓		
(7) Entire uniform clean, pressed and satisfactory in appearance and fit	✓		
(8) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed	✓		
(9) Remains present an appearance of repose in casket	✓		
(10) Clearance between head and end of casket adequate	✓		
(11) Non-viewable remains properly wrapped and secured in position			✓
c. Casket (Note: Type II Casket, burial metal, without innerseal, as specified in contract for care if remains will be used unless due to condition of the remains, or to comply with local and state health laws concerning the shipment of remains, the Type I Casket with innerseal is mandatory)			
(1) Casket meets specifications	✓		
(2) Interior and exterior of casket are clean and unmarred	✓		
(3) Casket properly closed and/or sealed	✓		
d. Shipping case or burial box			
(1) Wood complies with specifications	✓		
(2) Straps called for in specifications attached to inside ends of box	✓		
(3) Handles attached according to specifications	✓		
(4) Case painted and unmarred to present a satisfactory appearance	✓		
(5) Other than shipping case used (Give details)			✓

15. DATE SHIPPED TO CONSIGNEE	16. REMARKS OF DEPARTMENT REPRESENTATIVE
	O.C. Smith Funeral Home has complied with the terms and specifications of this contract.

☒ I certify that the remains were inspected after embalming and/or reprocessing, and
☐ after remains were clothed and placed in the casket

a. TYPED NAME, GRADE AND INSTALLATION OF DEPARTMENT REPRESENTATIVE	b. SIGNATURE	c. DATE
James C. Wells SFC, Ft. Lee, Virginia 23801	James C. Wells	9 Dec 81

4

Figure 4153. (Continued). Sample entries on back of DD Form 2063 (Record of Preparation and Disposition of Remains).

4. Check to make sure there is adequate clearance between the remains and the lid of the casket.

5. Make sure that all blocks of DD Form 2063 are completed, and submit form to mortuary officer or purchasing and contracting officer. (See figure 4153.)

REFERENCES: **AR 638-40, appendix F.**
AR 670-1.

4

■ 101-515-4154

ARRANGE FOR SHIPMENT OF REMAINS TO NEXT OF KIN

CONDITIONS: You are a graves registration sergeant working as NCOIC of the installation mortuary services office. The remains have been processed, and your OIC tells you to arrange for shipping remains to next of kin. This task is performed in garrison under all environmental conditions. Duty uniform will be worn. Resources required: simulated remains, escort, flags, flag cover, transportation request, flight schedule, DD Form 173 (Joint Messageform), and shipping orders for remains.

STANDARD: You must complete all performance measures in sequence within the time specified by the commander without error.

PERFORMANCE MEASURES:

1. Request disposition instructions for remains after the next of kin has been officially notified.
   a. Prepare DD Form 173.
   b. Hand-carry message to post communication center for dispatch as a telegram unless otherwise indicated.

4

2. Request transportation for remains and escort.
   a. Determine the best, fastest, and cheapest transportation available.
   b. Request transportation with the fewest stops.
   c. Use hearse transportation to remove the remains from the place of death to the mortuary, from the mortuary to the common carrier terminal, and to the first place of delivery.

3. Notify interested parties of the date and time of departure and arrival and of mode of transportation.
   a. Send a telegram to the consignee and the person directing the disposition of remains giving the shipping schedule as far in advance as possible.
   b. Notify the commander of the area in which the next of kin lives.
   c. Notify the commander of the area to which remains are being shipped.
   d. Notify any other person who requested notification of arrival time.

REFERENCES: AR 638-40, chapter 11.

SECTION X

CHIEF GRAVES REGISTRATION SERGEANT (57F5)

No additional tasks have been identified for the 57 F soldier at skill level 5.

5

APPENDIX A

REFERENCES

Not all of the publications that contain information on the subjects listed in the soldier's manual are listed here. New materials are constantly being published, and present references may become obsolete. To keep up to date, check the indexes of the DA Pam 310 series and instructional material catalogs.

ARMY REGULATIONS

340-18-1	The Army Functional File System: General Provisions
638-1	Disposition of Personal Effects of Deceased and Missing Persons
638-40	Care and Disposition of Remains
670-1	Wear and Appearance of Army Uniforms and Insignia

FIELD MANUALS

10-63	Handling of Deceased Personnel in Theaters of Operations
10-286	Identification of Deceased Personnel
10-297	Army Graves Registration Company, Communications Zone
21-2	Soldier's Manual of Common Tasks (Skill Level 1)
21-3	Soldier's Manual of Common Tasks (Skill Levels 2, 3, and 4)
21-26	Map Reading
21-30	Military Symbols
21-75	Combat Training of the Individual Soldier and Patrolling
22-5	Drill and Ceremonies
22-100	Military Leadership
29-114	Field Service Company, General Support, Forward
101-5	Staff Officers Field Manual: Staff Organization and Procedure

TECHNICAL MANUAL

743-200-1	Storage and Materials Handling

TRAINING CIRCULAR

638-1	Escorting Deceased Army Personnel

TABLES OF ORGANIZATION AND EQUIPMENT

10-550H5	Memorial Activities Service Teams
29-114H4	Field Service Company, General Support.

CORRESPONDENCE SUBCOURSES

QM0112	US Army Mortuary Services
QM0900	Assisting Graves Registration Personnel

APPENDIX B

PUBLICATIONS SOURCES

If you need any of the training resources mentioned in this soldier's manual, check with your unit training NCO, worksite supervisor, platoon sergeant, or MOS library or have your unit get you a copy from the installation AG Publications Center.

If these sources cannot help you, the unit can request, with your commander's approval, the materials you need from the following locations:

TRAINING RESOURCES	ADDRESS
ARs, FMs, TCs, DA Pams, TMs	US Army AG Publications Center 2800 Eastern Boulevard Baltimore, Maryland 21220
Correspondence Courses	The Army Institute For Professional Development US Army Training Support Center Newport News, Virginia 23628
Training Extension Courses	Commander US Army Training Support Center ATTN: ATIC-AET-TP Fort Eustis, Virginia 23604
Quartermaster School Publications Programed Texts, Special Texts, etc.	Commandant US Army Quartermaster School ATTN: ATSM-DTM-OE Fort Lee, Virginia 23801

BEST DOCUMENT AVAILABLE

FM 10-57F

APPENDIX C

ARMY CORRESPONDENCE COURSE ENROLLMENT APPLICATION

ARMY CORRESPONDENCE COURSE ENROLLMENT APPLICATION
For use of this form, see AR 351-20; the proponent agency is TRADOC

DATE

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY 10 U.S.C. 3012 (b) and (g).

PRINCIPAL PURPOSE To obtain information necessary for Army schools to administer student participation in the Army correspondence course program.

ROUTINE USES Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration.

DISCLOSURE Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.

SUBMIT ONE COPY. SEE INSTRUCTIONS ON REVERSE

1. THRU (Unit to which assigned)

SEQ NO 4 | TRANS CODE

TITLE OF APPROVING OFFICIAL (21–40)

UNIT ADDRESS LINE 1 UNIT DESIGNATION (May not be left blank) (41–60)

UNIT ADDRESS LINE 2 P.O. BOX OR STREET (May be left blank) (61–80)

SEQ NO 5 | TRANS CODE

UNIT ADDRESS LINE 3 CITY, POST OR APO (21–33) | STATE (34–35) | ZIP CODE (36–40)

2. TO: *(School address, including ZIP Code)*

3. FROM: (Mailing address to which subcourses are to be sent)

SEQ NO 2 | TRANS CODE

LAST NAME, FIRST, MIDDLE INITIAL (21–40)

STUDENT ADDRESS LINE 1 , OR PO BOX OR STREET (May not be left blank) (41–60)

STUDENT A[illegible] O. BOX OR STREET (If not given on Student Address, Line 1) (61–80)

SEQ NO 3 | TRANS CODE

STUDENT ADDRESS LINE 3 CITY, POST OR APO (21–33) | STATE (34–35) | ZIP CODE (36–40)

SAMPLE

4. I REQUEST ENROLLMENT IN (Course title, MOS if applicable, or subcourse desired) (NOT FOR USE BY ENLISTED RESERVE APPLICANTS)

NOTE If you were previously enrolled in this course, indicate date of termination of enrollment.

If enrollment is for purpose of branch qualification, check here. *Reserve Component officers only.* YES

5. *FILL IN ALL BLOCKS EXCEPT SHADED BLOCKS. SHADED BLOCKS ARE FOR SCHOOL USE ONLY.*

SCHOOL CODE (1–3) | RECORD CODE G (4) | STUDENT'S SSN (5–13) | SEQ NO 1 (14) | TRANS CODE (15) | ENR CODE (17) | PHASE (18)

COURSE NUMBER (20–22) | SUBCOURSE NUMBER (23–28) | SUBCOURSE SEQ CODE (29–31) | NUMERIC GRADE (32–34) | ENR VAR (35) | GROUP NUMBER OR ID (36–38)

PERS CLASS (50) | COMP CODE (51–52) | BRANCH (53–54) | RANK (56–58) | REQD (59–61) | REP QTY (62–63)

RYE DATE: DAY (64–65) | MONTH (66–67) | YEAR (68–69)

EYE DATE: DAY (70–71) | MONTH (72–73) | YEAR (74–75)

CREDIT HOURS EYE (76–78) | ACCUMULATED RYE (79–80)

DA FORM 1 DEC 75 145 REPLACES EDITION OF 1 JAN 69, WHICH IS OBSOLETE

BEST DOCUMENT AVAILABLE

FM 10-57F

6. ARMY SCHOOL COURSES AND CORRESPONDENCE COURSES COMPLETED			
SCHOOL	TITLE OF - RESIDENT OR NONRESIDENT COURSE AND/OR INDIVIDUAL SUBCOURSES	CLASS NO OR SUBCOURSE NO.	DATE COMPLETED

7. I REALIZE I MUST COMPLETE THIS INSTRUCTION WITHIN THE TIME LIMITS ESTABLISHED BY THE SCHOOL COMMANDANT, AND I INTEND TO MEET THE REQUIREMENTS.

(Primary MOS Including Skill Level) *(Grade)* *(Signature of Applicant) (Sign in Ink)*

The following will be completed by the commander subject to examination of applicant's personnel records. Completion of individual subcourses may be verified from completion of certificates in possession of applicant if copies are not in personnel files.

8. a. RECOMMEND APPROVAL YES NO

b. UNDER THE PROVISIONS OF AR 351-20 AND DA P[illegible] HE APPLICANT IS ELIGIBLE FOR ENROLLMENT IN COURSE(S) REQUESTED. YES NO

c. INFORMATION ENTERED ON APPLICATI[illegible], ACCURATE AND LEGIBLE.

d. I HAVE COUNSELED THE APPLICANT THAT [illegible] HE STUDENT RESPONSIBILITY TO COMPLETE WORK FOR WHICH ENROLLED WITHIN TIME LIMITS ESTABLISHED BY THE SCHOOL COMMANDANT.

SAMPLE

9. NAME AND GRADE OF UNIT COMMANDER OR OTHER APPROVING OFFICIAL *(Item 1)*	SIGNATURE	DATE

Information pertaining to enrollment qualifications, submission of applicants and courses available are contained in AR 351-20, DA Pamphlet 351-20, and individual school catalogs.

INSTRUCTIONS TO APPLICANTS

Complete by legibly block printing only in areas that are not shaded. If additional space is required, attach separate sheets. DO NOT fill in shaded areas. Areas/blocks which contain hash marks may be used to keypunch data for use in automated systems; enter only one character per hashmark, e.g.,

SSN: 0 7 4 3 1 2 1 4 2 RANK: S S G

ITEM 1. On the first line enter title of approving official; for example the work "Commander" if in military unit. Skip a block between the words; for example, 4 T H I P S Y O P C O

State and ZIP Code may be left blank if unit address line 3 contains an APO number. State is a two-letter abbreviation; for example, Virginia is VA, New York is NY.

ITEM 2. Applications will be addressed to appropriate school and, after verification, forwarded through channels prescribed in para 4, DA Pam 351-20.

ITEM 3. Skip a block between words as shown in example, Item 1 above. State and ZIP may be left blank if unit address line 3 contains an APO number. State is a two-letter abbreviation; for example, Virginia is VA, New York is NY.

ITEM 4. Enter title of course. On career development courses, include correct MOS and skill level with title. If selected sub-courses are requested, enter subcourse number(s) and title(s). Enrollment in CGSO Course is made by letter request to Comdt, USACGSC, ATTN Registrar NRI, Ft Leavenworth, KS 66027.

Item 5. Student's SSN. SSN without dashes. Foreign students leave blank.

Pers Class. Civilian = C, General Officer = G, Commissioned officer = O, Warrant officer = W, Enlisted = E, Cadets = D and Foreign students = F.

Comp Code. Enter one of the following, for example, if RA Enl, enter 03.

01 - RA/AUS GO	08 - NGUS OFF/WO	16 - USAF
02 - RA/AUS OFF/WO	09 - USAR Enl	17 - USN
03 - RA/AUS Enl	10 - NGUS Enl	18 - USCG
04 - NGUS GO	12 - NDCC/ROTC/JR	19 - USMC
05 - USAR GO	13 - FGN MIL	20 - CADET
06 - RET GO	14 - US CIV	
07 - USAR OFF/WO	15 - FGN CIV	

Branch. Officers/WO enter branch. All others leave blank.

Rank. RA warrant officers and enlisted personnel who hold a Reserve commission enrolling in career development courses must enroll in their Reserve capacity. Enter grade (rank), for example, PFC, SSG, SGM, MAJ.

RYE. Date. USAR applicants not on extended active duty will enter the anniversary date of their retirement year, for example, 2 June = 0206. If unsure of this date see your company clerk.

ITEM 6. List all resident and nonresident courses and subcourses completed. If course completion certificate has not been issued, list individual subcourse(s) completed if administered in course for which application is submitted.

ITEMS 7, 8 and 9. Self-explanatory.

BEST DOCUMENT AVAILABLE

APPENDIX D

QUESTIONNAIRE

This is your soldier's manual, and we need your help to make it better. Your answers to these questions will tell us how we can improve your manual.

YES	NO	
☐	☐	Does the introduction help you understand the MOS organization and how to get promoted?
☐	☐	Do you understand what the SQT is and how to prepare for it?
☐	☐	Do you understand how to use your soldier's manual?
☐	☐	Do you understand the tasks expected of you?
☐	☐	Is there anything you would add to your soldier's manual?

COMMENTS

BEST DOCUMENT AVAILABLE

PLEASE MAIL COMPLETED QUESTIONNAIRE TO

FOLD

DEPARTMENT OF THE ARMY
US Army Quartermaster School
ATTN: ATSM-TDT
Fort Lee, Virginia 23801.

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DoD-314

COMMANDANT
US Army Quartermaster School
ATTN: ATSM-TDV-FS
Fort Lee, VA 23801

STAPLE

BEST DOCUMENT AVAILABLE

FM 10-57F

23 APRIL 1982

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, and USAR: Special.

Additional copies may be requisitioned from the US Army Adjutant General Publications Center, 2800 Eastern Boulevard, Baltimore, MD 21220.

U. S. GOVERNMENT PRINTING OFFICE: 1982-539-034/98